

INSTRUCTIONS FOR COMPLETING TEXAS NOTARY APPLICATION

STEP 1 ► APPLICATION

Type or print your social security number.*

Type or print your name exactly as you intend to sign documents as a notary public. You do not need to use your full name. Examples of suffix include: Jr., Sr., III, etc.

Mailing address can be your home or business address.

Enter your email address for your commission and oath to be delivered electronically from the Secretary of State.

If you do not have a Texas Driver's License, type or print the number of your Texas ID Card or the number from your other state issued ID.

As a reminder, if you have been found guilty of a crime, you must submit proper documentation to assist the Secretary of State's Notary Unit in determining qualification. PLEASE NOTE: the processing time is approximately 4-6 weeks.

BOND

Leave this section blank. We will complete your bond and deliver it to the Secretary of State for processing.

STATEMENT OF OFFICER

Date and sign the **Statement of Officer** at the RED (X) exactly as name appears above. **DO NOT HAVE THIS FORM NOTARIZED.**

Form #2301 Rev. 11/2016

This space reserved for SOS use

If renewing, mark this box ☐

Commission Expires: / /

**APPLICATION FOR APPOINTMENT AS
TEXAS NOTARY PUBLIC**

Identifying Information
Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing.)
First THOMPSON Last DONNA Middle (not required) Suffix
Social Security No.: 123 - 45 - 6789
Required by Texas Gov. Code §108

Mailing Address: (Please notify the secretary of state of an address change within 10 days)
Street 1623 LAMAR ROAD City CANYON State TX Zip 78015
Residence County: RANDALL

Email address for return of commission (Legible): DTHOMPSON@DTEENTERPRISE.COM
(Your commission will come from notarypubliccommission@sos.state.tx.us and you will NOT receive materials by mail.)

Date of Birth: 09 / 19 / 1979 Driver's License or Identification No.: 04597417 Issuing state: TX

Statements Relating To Qualification
I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. (All applications are subject to a background check.)

Please select one of the following:

☐ A. I have been found guilty of a crime other than a class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) (A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.)

☒ B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond
(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:
That we, the above-named applicant, as principal, and Universal Surety of America, as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.

Agency Name: Notary Public Underwriters Agency of Texas Address: PO Box 140106 Austin, TX 78714-0106
BOND NUMBER: _____
Date: _____ Signature of authorized person for surety

Statement of Officer
I, the above-named applicant, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Execution
I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: 06/10/2018 X Donna Thompson
Signature of Applicant (sign in name given above on line #1 to be used as notary public)

Form 2301 TX-02

*The disclosure of your social security number is mandatory. Its solicitation is authorized by Chapter 406 of the Government Code and is used to maintain accuracy of the notary records.

STEP 2 ► ORDER FORM

Select a notary package and indicate your stamp color where applicable. Select additional supplies you wish to purchase and total your order.

STEP 3 ► PAYMENT

Mail the completed forms with a credit card number, check, or money order made payable to **NOTARY PUBLIC UNDERWRITERS AGENCY OF TEXAS** in the enclosed envelope. Any questions? Call us at 1.800.821.0822 and we will be glad to help.

WHO PROTECTS YOU?

The Required Notary Bond Protects the Public. Errors & Omissions Protects You!

Because you will be handling very important documents you are vulnerable to lawsuits. With Errors & Omissions insurance, you will be protected against liability the entire term of your commission.

Notary Errors & Omissions policies are underwritten by Universal Surety of America.

Consider this Actual Case:
A Notary is sued by a property owner and a bank. She's done nothing wrong, but has been deceived by identity thieves. The lawsuits were settled rather than enduring prolonged litigation. An Errors & Omissions policy would have protected her.

**Errors & Omissions is Affordable.
Make Sure You're Covered.**

Notary Public*
UNDERWRITERS AGENCY OF TEXAS
1.800.821.0822
www.NotaryPublicTexas.com



**APPLICATION FOR APPOINTMENT AS
TEXAS NOTARY PUBLIC**

If renewing, mark this box ☐

Commission Expires: ____/____/____

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing.)

Social Security No.: ____-____-____

Last First Middle (not required) Suffix

Required by TX Gov't Code §406

Mailing Address: (Please notify the secretary of state of an address change within 10 days)

Residence County: _____

Street City State Zip

Email address for return of commission (Legible): _____

(Your commission will come from notarypubliccommission@sos.state.tx.us and you will NOT receive materials by mail.)

Date of Birth: ____/____/____ Driver's License or Identification No.: _____ Issuing state: _____

Statements Relating To Qualification

I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}

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BOND NUMBER: _____

Agency Name: **Notary Public Underwriters Agency of Texas**

Address: **PO Box 140106 Austin, TX 78714-0106**

Date: _____

Signature of authorized person for surety

Statement of Officer

I, the above-named applicant, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

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I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: _____

X

Signature of Applicant (sign in name given above on line #1 to be used as notary public)



UNDERWRITERS AGENCY OF TEXAS

P.O. Box 140106 • Austin, TX 78714-0106
800.821.0822 • info.tx@npuonline.com

ORDER ONE OF THESE COMPLETE NOTARY PACKAGES!

Premium Notary Package

\$9575

- ▶ 4 Year \$10,000 Notary Bond* - \$50.00
- ▶ State Filing Fees* - \$21.00
- ▶ Notary Public Record Book - \$5.25
Includes: Notary Guidelines and Fee Schedule!
- ▶ Rectangular Self-Inking Stamp - \$19.50
(your choice of stamp case color!)
- ▶ Live Customer Service

Deluxe Notary Package

\$15900





- ▶ 4 Year \$10,000 Notary Bond* - \$50.00
- ▶ State Filing Fees* - \$21.00
- ▶ Notary Public Record Book - \$5.25
Includes: Notary Guidelines and Fee Schedule!
- ▶ Rectangular Self-Inking Stamp - \$19.50
(your choice of stamp case color!)
- ▶ Notary Handbook - \$12.25
- ▶ \$25,000 Errors & Omissions Policy - \$51.00
- ▶ Live Customer Service

PRODUCT DESCRIPTION	QTY	PRICE	TOTAL
Premium Notary Package w/Rectangular Self-Inking Stamp		\$95.75	
Premium Notary Package w/Round Self-Inking Stamp		\$99.75	
Deluxe Notary Package w/Rectangular Self-Inking Stamp		\$159.00	
Deluxe Notary Package w/Round Self-Inking Stamp		\$161.00	
Notary Bond & State Filing Fees		\$71.00	
4 YEAR ERRORS & OMISSIONS POLICIES - SEE INSERT			
\$ 10,000 Errors & Omissions Policy		\$34.00	
\$ 25,000 Errors & Omissions Policy		\$51.00	
\$ 50,000 Errors & Omissions Policy		\$102.00	
\$100,000 Errors & Omissions Policy		\$204.00	
ADDITIONAL SUPPLIES			
Texas Notary Public Record Book*		\$5.25	
Texas Notary Handbook		\$12.25	
Rectangular Self-Inking Stamp <i>(choose stamp case color)</i>		\$19.50	
Round Self-Inking Stamp <i>(choose stamp case color)</i>		\$23.50	
Mobile Stamp <i>(choose stamp case color)</i>		\$22.00	
Heavy Duty Round Self-Inking Stamp		\$35.00	
Notary Embosser <i>(additional colors available online)</i>		\$24.50	
Impression Inker		\$14.50	
Display Sign		\$14.00	
American Society of Notaries One Year Membership		\$39.00	
Shipping & Handling			\$7.00
AMOUNT ENCLOSED			

*Required for all Notary Applicants in the state of Texas

Prices Include Texas Sales Tax Where Applicable

If we cannot process your order within 12 months due to lack of information, we are no longer obligated to fulfill your order and payment becomes non-refundable.

Payment: ☐ Check ☐ Money Order ☐  ☐  ☐  ☐ 

Card No.:

Expiration Date: Security Code:

Signature: _____ For Credit Card Authorization Only

Daytime Phone: () _____

(✓) Choose your stamp case COLOR:

Rectangular Self-Inking Stamp



☐ Purple



☐ Blue



☐ Fuchsia



☐ Green



☐ Grey



☐ Lilac



☐ Pink



☐ Mango



☐ White



☐ Red



☐ Mint



☐ Black (Default)

Round Self-Inking Stamp



☐ Blue



☐ Red



☐ Black (Default)

*See Details About our
Online Education &
Additional Products on
Reverse Side!*

Mobile Stamp



☐ Red



☐ Blue



☐ Fuchsia



☐ Orange



☐ Yellow



☐ Green



☐ Silver



☐ Charcoal (Default)

Home Address:

Street Address/PO Box

City

()

Home Phone

State

Zip

Email:

(Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.)

ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

Or Visit Our Website at www.NotaryPublicTexas.com



Online Education (Purchase Online)

\$25⁰⁰

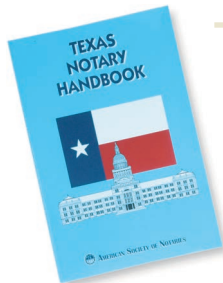
Gain knowledge of Texas notary laws and procedures that will help you perform notarizations accurately and with confidence. Our online course is self-paced and offers practical information that will be beneficial to you as a Texas Notary Public. Visit www.NotaryPublicTexas.com to purchase and complete the course.



Texas Notary Public Record Book

\$5²⁵

Record the details of the notarial acts you perform with this record book. It includes room for 620 entries, complete "how to" instructions and fee schedule. Maintaining a record book is required by Texas law.



Texas Notary Handbook

\$12²⁵

Everything you need to know about being a notary public is in this helpful and informative 120-page manual.



Rectangular Self- Inking Stamp

\$19⁵⁰

Express yourself with one of our colorful self-inking stamps! The Printy stamp from Trodat® is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad. (Choose stamp case color on front of form.)



Round Self- Inking Stamp

\$23⁵⁰

The Trodat® round self-inking stamp produces thousands of consistent impressions without the need of a separate stamp pad. Designed to produce an imprint equal in size to the notary embosser. This stamp can also be carried easily without the worry of creating a mess thanks to the cap supplied in a color matching the stamp itself. (Choose stamp case color on front of form.)



Mobile Stamp

\$22⁰⁰

This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)



Heavy Duty Round Self- Inking Stamp

\$35⁰⁰

High-quality stamp designed for high volume usage and many years of service. Great for notary and professional legal seals.

Notary Embosser

\$24⁵⁰



This portable embosser, with soft rubber grip handle, produces a clear, raised impression with every use. Texas law requires inking of embossed seal imprint. We recommend our impression inker. *Additional colors available online.*

Impression Inker

\$14⁵⁰

A must have, since Texas law requires inking of embossed seal imprints. The inker quickly marks the raised portion of the impression with black ink.



Display Sign

\$14⁰⁰

This professional 3.75" x 7" personalized notary sign may be displayed on your wall or desk. It is custom engraved with your name and is attractively finished with silver raised lettering on a black background.

American Society of Notaries One Year Membership

\$39⁰⁰



The nation's first non-profit association for notaries public in the United States. Benefits include an information kit, toll-free help line, free listing in All-States Notary Locator, news, updates and tips, membership card, certificate and more.

Lifetime Guarantee on all Stamps and Seals!
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Notary Public
UNDERWRITERS AGENCY OF TEXAS