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 have an alternative email address please print it on the line provided.

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.

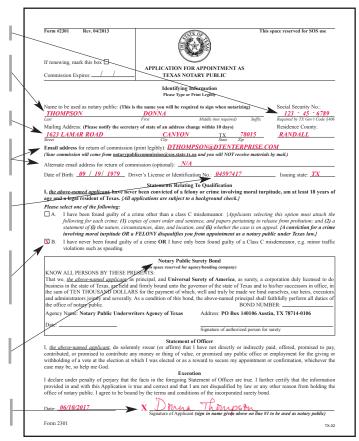
As a reminder, if you have been found guilty of a crime, you must submit proper documentation to assist the Secretary of State's Notary Unit in determining qualification. Please note: the processing time is approximately 6-8 weeks.

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.**



*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.



www.NotaryPublicTexas.com