

# 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.**

Form #2301 Rev. 04/2013

This space reserved for SOS use

If renewing, mark this box

Commission Expires: / /

THE STATE OF 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)  
Last First Middle (not required) Suffix  
THOMPSON DONNA

Social Security No.: 123 - 45 - 6789  
Required by TX Gov't Code §306

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

Residence County:

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

Alternate email address for return of commission (optional): N/A

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 jointly and severally 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: 06/10/2017 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.

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

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