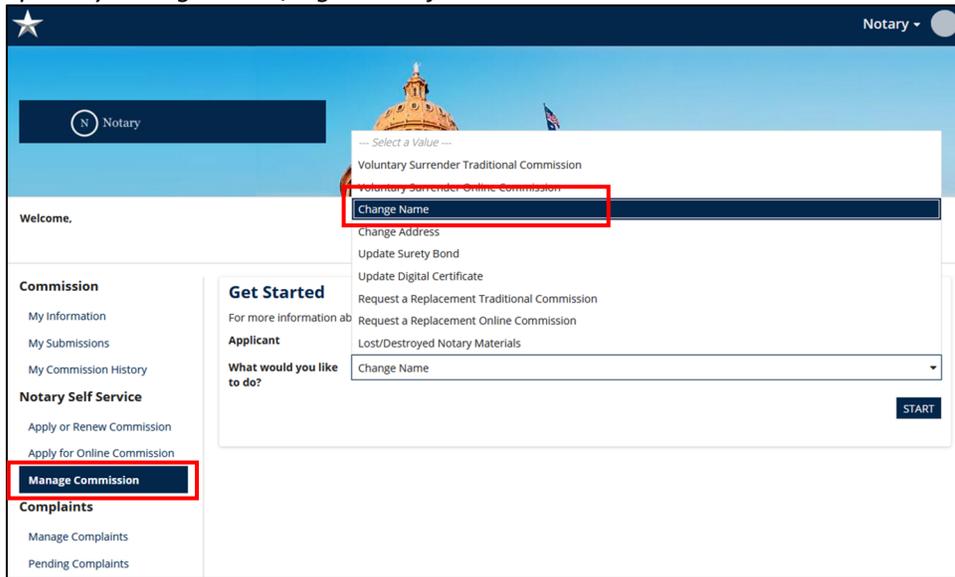


Change Name

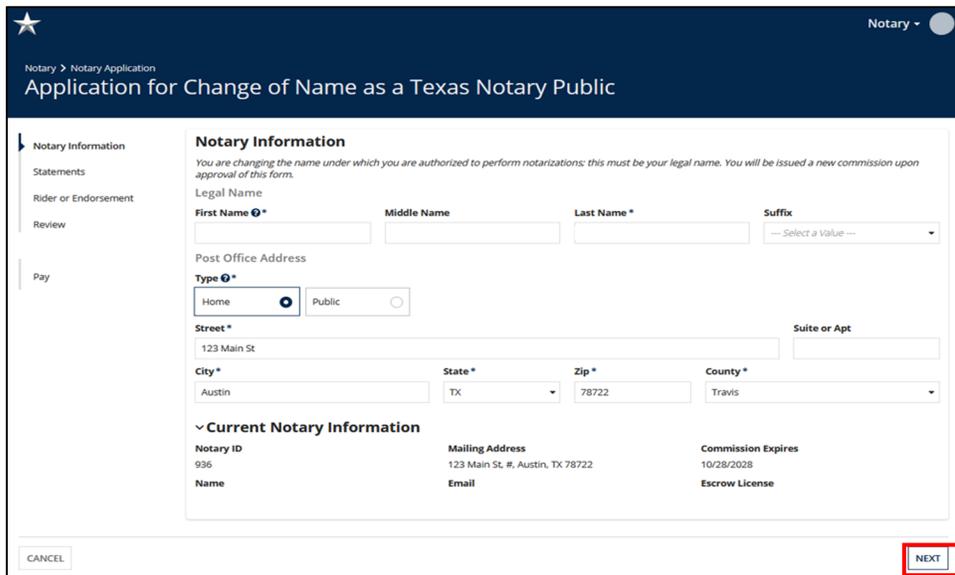
If you wish to change your name on your commission, you can do so by following the steps below.

NOTE: If you are commissioned as both a traditional AND on online notary, this name change request will change the name on both commissions. For online notaries, you will also be directed to update your digital seal/digital certificate.



The screenshot shows the Notary Self Service interface. On the left, the 'Manage Commission' option is highlighted with a red box. A dropdown menu is open, showing 'Change Name' as the selected option, also highlighted with a red box. Other options in the dropdown include 'Change Address', 'Update Surety Bond', 'Update Digital Certificate', 'Request a Replacement Traditional Commission', 'Request a Replacement Online Commission', and 'Lost/Destroyed Notary Materials'. A 'START' button is visible at the bottom right of the dropdown menu.

1. Click **Manage Commission** from the Notary Self Service options.
2. At the prompt, **What would you like to do?** Select the **Change Name** option and click **Start**.



The screenshot shows the 'Application for Change of Name as a Texas Notary Public' form. The 'Notary Information' section is highlighted with a red box. It contains fields for 'Legal Name' (First Name, Middle Name, Last Name, Suffix), 'Post Office Address' (Type, Street, Suite or Apt, City, State, Zip, County), and 'Current Notary Information' (Notary ID, Name, Mailing Address, Email, Commission Expires, Escrow License). A 'NEXT' button is highlighted with a red box at the bottom right.

3. Fill out your **Notary Information** with the **Legal Name** for the name change. Enter your **Post Office Address** information, and click **Next**. The **Current Notary Information** section located near the bottom of the webpage displays your existing notary record information. Click **Next** to continue.



Notary > Notary Application

Application for Change of Name as a Texas Notary Public

Notary Information

Statements

Rider or Endorsement

Review

Sign

Pay

Statements

Statement Regarding Commission

A: My original notary public commission has been destroyed and will perform all future acts under the name specified above.

B: I no longer have my original notary public commission and will perform all future acts under the name specified above.

CANCEL BACK NEXT

4. Read the following **Statements** and select the option that is true and correct regarding your notary public commission status and click **Next**.

Notary > Notary Application

Application for Change of Name as a Texas Notary Public

Notary Information

Statements

Rider or Endorsement

Review

Sign

Pay

Rider or Endorsement

Please submit a copy of your rider or endorsement from the bonding company that executed your original bond; this document must state your current commission name and indicate the name you are changing to.

Upload Rider Form:*

Re: Drop files here

CANCEL BACK NEXT

5. Upload a digital copy of the **Rider or Endorsement** from the bonding company that guarantees your notary public commission by either clicking the Upload button or drag/drop the file into the space provided. **Be sure to upload the document(s) that identify both your current legal name and the legal name change for your notary public commission**, and click **Next**.



- Carefully review your entries to assure the accuracy of the **Notary Information, Rider or Endorsement**, and uploaded documents. Click **Next** to continue.

- Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Next**.



8. On the Pay screen, click **Submit** to submit a payment for the fee.

Item	Total
Notary Application ID 413 Kim Steg Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
Subtotal:	\$21.00
Service Fee (2.7%):	\$0.57
Total:	\$21.57

Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57.

9. Click **Proceed to Payment** to enter your payment details.



Credit card deleted.

Customer 9B7F285 - Kim Steg	Transaction Amount 21.00	Currency Code USD
--------------------------------	-----------------------------	----------------------

Payment Method *
New

2.7 % Service fee will be charged.

Fee Amount
0.57

Submit

- Click **New** to enter a new credit card payment method.

Card Interface

Credit Card *	Card Type * VISA	Exp MM/YYYY * 02 / 2028
First Name *	Last Name *	Address *
City *	Country * United States of America	State * Texas
Zip/Postal Code *	Phone Number	Email

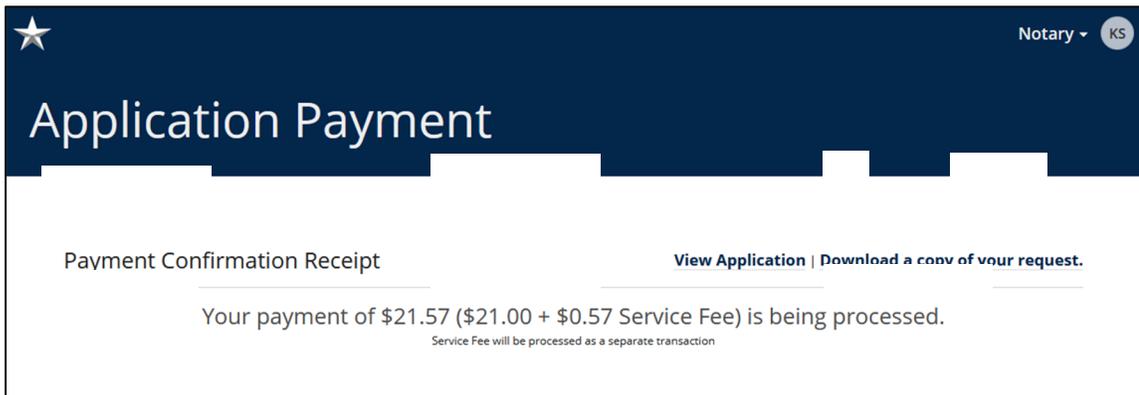
Save For Me

Back Save

Cookies

- On the **Card Interface** screen, enter the required credit card details and click **Save**.
NOTE: If you would like to save this credit card to a “Wallet” that stores the information for you so that you do not need to rekey it for future use, click the **Save for Me** checkbox.

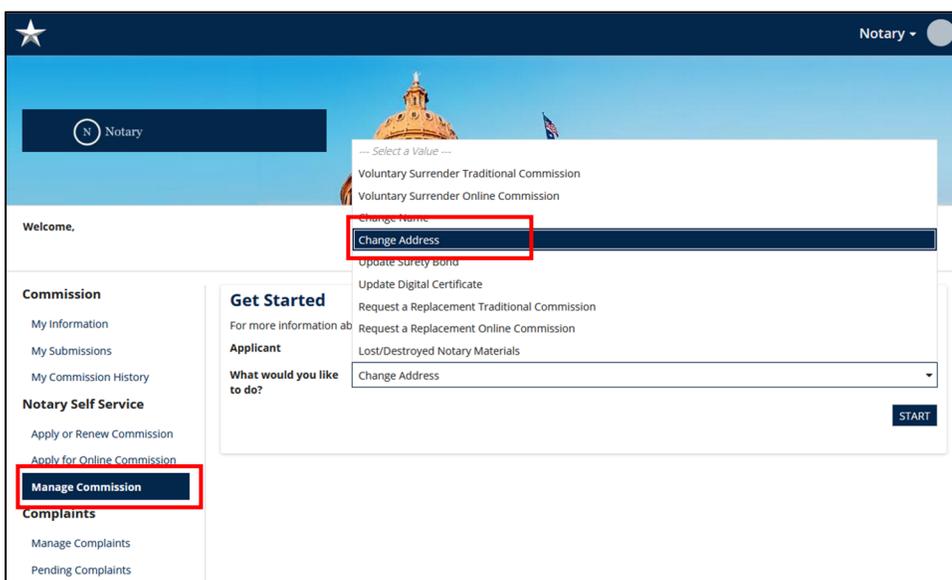




12. The **Application Payment** screen appears showing your receipt for payment.

Change Address (Mailing and/or Email)

If you wish to change your address for your commission, you can do so by following the steps below.



1. Click **Manage Commission** from the Notary Self Service options.
2. At the prompt, **What would you like to do?** Select the **Change Address** option, and click **Start**.

