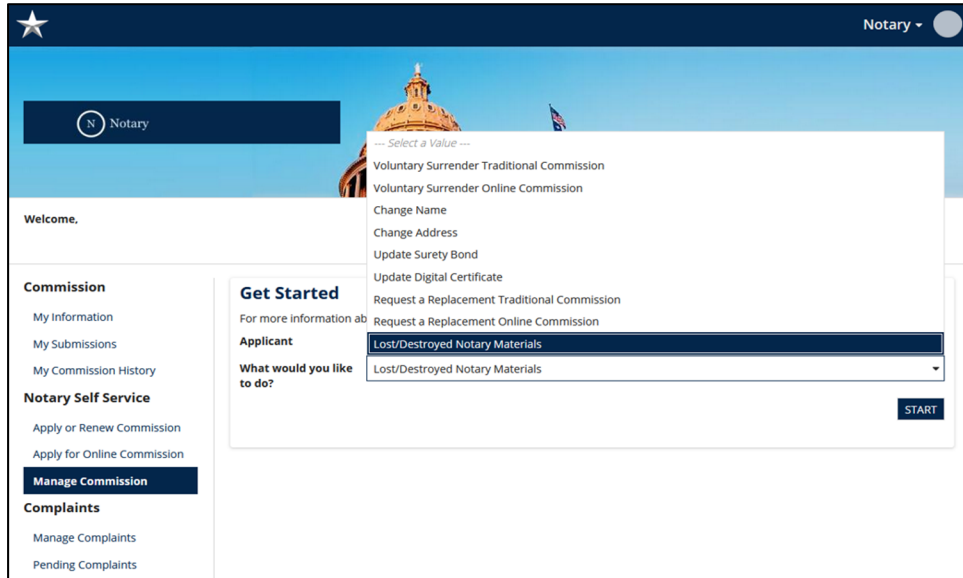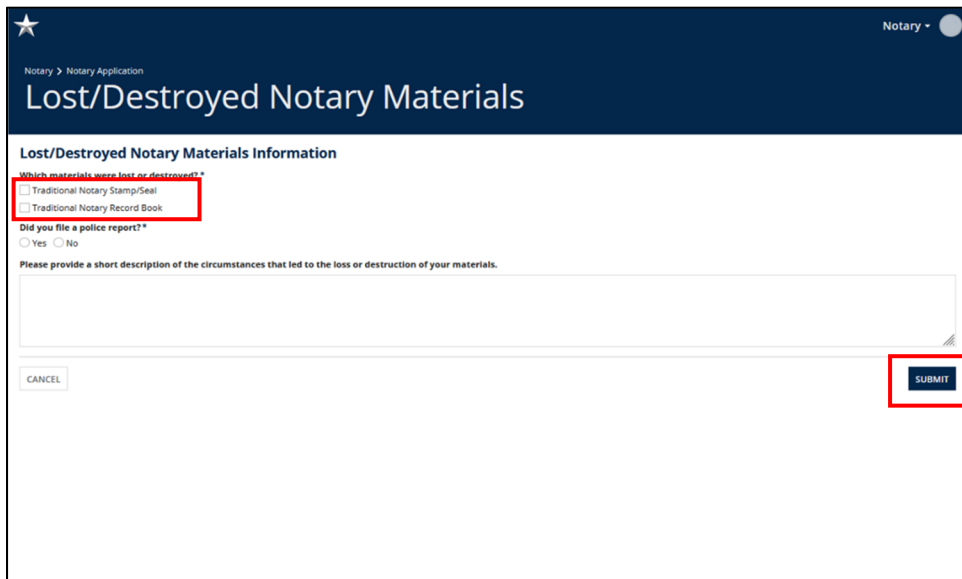# Lost/Destroyed Notary Materials

If you wish to report your Notary materials as lost or destroyed, you can do so by following the steps below.
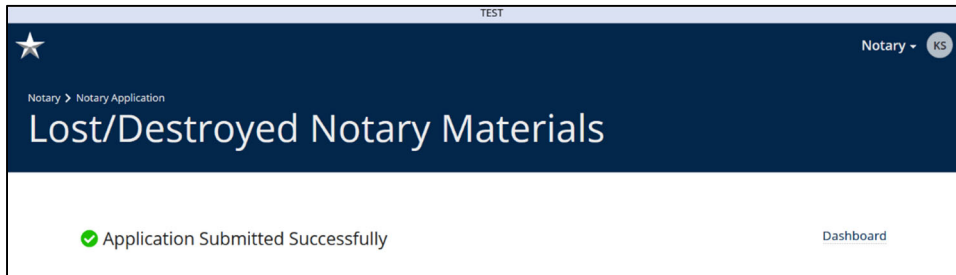

1. Click **My Submissions** from the Notary homepage.

2. At the prompt, **What would you like to do?** Select the **Lost/Destroyed Notary Materials** option, and click **Start**.

3. Select the options that apply on which items were lost or destroyed. Indicate if you have filed a police report and include a brief description of what happened in the open text field, add any police report details if available, and click **Submit**.

Your report will be submitted to our office.

View My Submissions History

*You must have an SOS Notary Portal account to view your submissions for managing your Texas notary commission. See **Create an SOS Portal Account Guide** to learn more about creating or logging into your account. To perform any of the functions described in this guide, you must first login to your SOS Portal account, and select the Notary tile on the dashboard.*

My Submissions

If you wish to view your submissions to manage your Texas notary commission, you can do so by following the steps below.

1. Select **My Submissions** from the Notary menu, and the list of any submissions you have made for your Notary commission will be displayed.

2. Click on the **"Go To"** link next to a submission record to view the details.