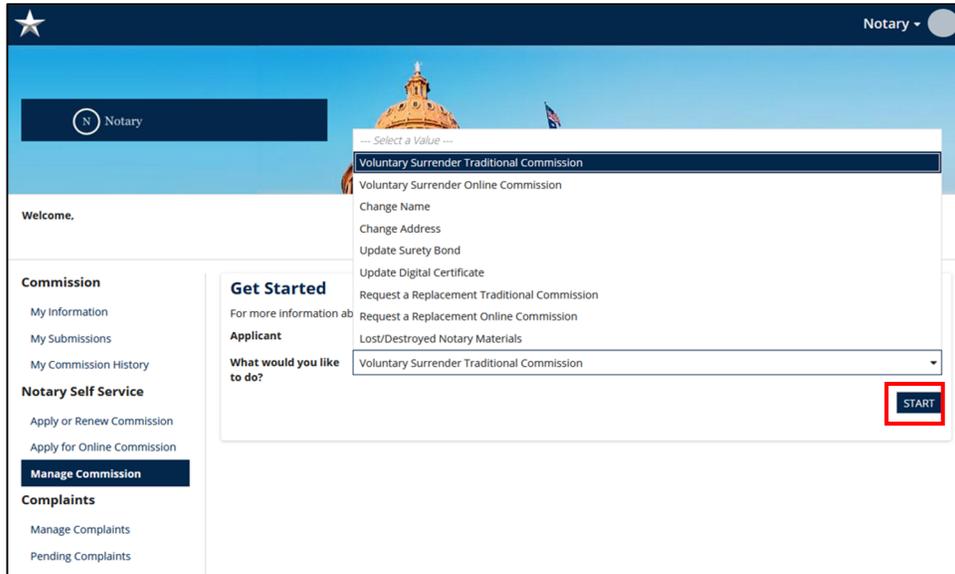


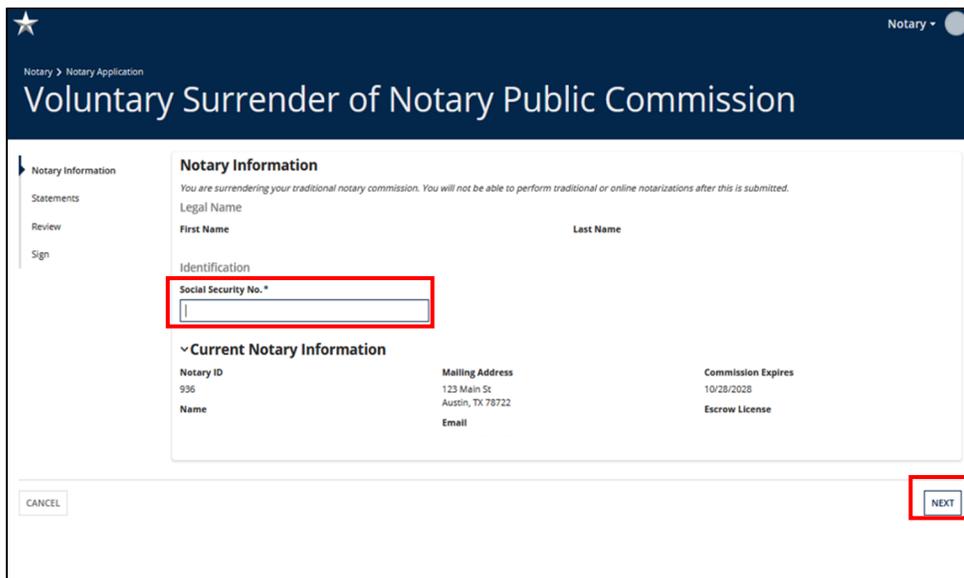
Voluntary Surrender Traditional or Online Commission

If you wish to voluntarily surrender your traditional commission, you can do so by following the steps below.



The screenshot shows the Notary Self Service interface. The 'Manage Commission' button is highlighted in the left sidebar. A dropdown menu is open, showing options: 'Voluntary Surrender Traditional Commission', 'Voluntary Surrender Online Commission', 'Change Name', 'Change Address', 'Update Surety Bond', 'Update Digital Certificate', 'Request a Replacement Traditional Commission', 'Request a Replacement Online Commission', and 'Lost/Destroyed Notary Materials'. The 'Voluntary Surrender Traditional Commission' option is selected in the dropdown. A red box highlights the 'START' button 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 **Voluntary Surrender Traditional Commission** option, and click **Start**.



The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The 'Notary Information' section is expanded, showing fields for 'Legal Name' (First Name and Last Name), 'Identification' (Social Security No.), and 'Current Notary Information' (Notary ID, Mailing Address, Commission Expires, Name, Email, Escrow License). A red box highlights the 'Social Security No.' input field. Another red box highlights the 'NEXT' button at the bottom right of the form.

3. Review the **Notary Information** on the entire webpage. If correct, then enter your **Social Security No.**, and click **Next**. *Important: You will not be able to perform traditional or online*



notarizations after this is submitted.

The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The title is 'Voluntary Surrender of Notary Public Commission'. The page is titled 'Statements'. The main content is 'Statement of Traditional Voluntary Surrender'. Below this, it says 'Initials represent agreement to these statements.' There are three rows, each with an 'Initial' label and a text box. The first row is 'I surrender my Texas notary public commission. I understand that I am no longer authorized to perform the acts of a Texas notary public.' The second row is 'My original notary public commission has been destroyed.' The third row is 'My Texas notary public seal/stamp has been destroyed.' At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

4. Carefully read the **Statements** and type your initials in the three designated areas to certify that information as true and correct. Know that your initials represent agreement to these statements and click **Next**.

The screenshot shows the 'Voluntary Surrender of Notary Public Commission' form. The title is 'Voluntary Surrender of Notary Public Commission'. The page is titled 'Review'. The main content is 'Review'. Below this, it says 'Application'. The application is 'Voluntary Surrender of Notary Public Commission'. The form number is '2303'. Below this, it says 'Notary Information'. The notary ID is '936'. The name is blank. The social security number is blank. The commission expiration is '10/28/2028'. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

5. Carefully review your entries to assure the accuracy of the **Notary Information**, and click **Next**.



Notary > Notary Application

Voluntary Surrender of Notary Public Commission

Statements
Review
Sign

Sign

Execution
I declare under penalty of perjury that the facts in the foregoing Statement of Voluntary Surrender are true and correct.

Date
Oct 29, 2024

Signature*

CANCEL BACK SUBMIT

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

NOTE: If you are currently commissioned as an online notary public and surrender your traditional notary commission, you will be required to surrender both the online and traditional notary public commissions.

