



Introduction

*This guide describes how an individual submits or renews an **Application for Appointment as a Texas Notary Public** to be commissioned as a traditional notary public in the State of Texas using the new SOS Notary Portal.*

NOTE:

- *This guide is not for applicants who are using a company to submit an application on your behalf.*
- *Please see “**Submit Online Notary Application Guide**” if you are already a traditional notary and want to apply to be an online notary public in the State of Texas.*
- *An SOS Portal account is required to complete the steps in this guide. See our “[SOS Portal Account Setup and User Access Guide](#)” to create your account and sign-in to the system before beginning these steps.*

Contents

On-Screen Guidance 2

Already A Notary? Find Your Notary Profile 2

Submit or Renew a Traditional Notary Application 3

 Notary Information 4

 Statements 5

 Bond 6

 Review 7

 Sign 7

 Pay 8

 Confirmation of Application Submission & Checking the Status 9

Download and Sign Your Approved Texas Notary Commission 10

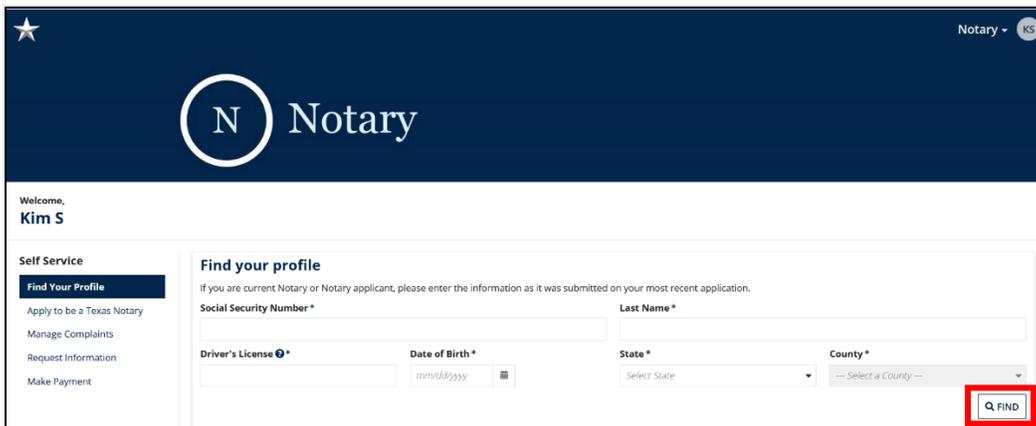
On-Screen Guidance

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the  symbol and hover your cursor over it to display more details related to the specific field.
- To advance from one screen to the next, click the  button at the bottom of the screen.
- To go back to the previous screen, click the  button at the bottom of the screen.
- To cancel out of a process, click the  button at the bottom of the screen.

Already A Notary? Find Your Notary Profile

If you are an active Texas Notary Public or if you have ever been commissioned as a Texas Notary Public and want to renew your commission, the following steps show you how to link your account history once you have created an SOS Portal account. This guide is not for applicants who are using a company to submit an application on your behalf.

1. Click **Find Your Profile** in the Notary Self Service menu.



The screenshot shows the 'Find your profile' section of the Notary SOS Portal. The header includes a star icon and 'Notary - KS'. The main heading is 'N Notary'. Below this, there is a 'Welcome, Kim S' message. A 'Self Service' menu on the left lists options: 'Find Your Profile' (highlighted), 'Apply to be a Texas Notary', 'Manage Complaints', 'Request Information', and 'Make Payment'. The 'Find your profile' form contains the following fields: 'Social Security Number *', 'Last Name *', 'Driver's License *', 'Date of Birth *' (with a calendar icon), 'State *' (a dropdown menu), and 'County *' (a dropdown menu). A 'FIND' button with a magnifying glass icon is located at the bottom right of the form and is highlighted with a red box.

2. Enter the required fields and click **Find**.

- If a record matching the information you entered is found in our database, your profile information will be displayed in the My Information section of the screen, and additional **Notary Self Service** options will be available on the left side menu.
- If you want to renew your commission or if your commission has expired and you need to reapply, click the "**Apply or Renew Commission**" self service option and follow the instructions in the **Submit or Renew a Traditional Notary Application** section of this guide to complete your application.
- If no record is found matching the information you entered and you believe that this is in error, please contact our office at notary@sos.texas.gov with "SOS Notary Portal – No Record Found" in the subject of your email.



Submit or Renew a Traditional Notary Application

To submit a new Texas notary application, or to renew an existing Texas notary commission, follow the steps below.

NOTE:

- See our [“SOS Portal Account Setup and User Access Guide”](#) to create your SOS Portal account and sign-in before beginning the steps below.
- If you are an active Texas Notary Public or if you have ever been commissioned as a Texas Notary Public and want to renew your commission, see the [“Already a Notary? Find Your Profile”](#) section of this guide first before proceeding with the steps below.

1. Click **Apply to be a Texas Notary** in the Notary Self Service menu.

NOTE: If you have a profile in our system already, your Self Service menu options will appear slightly different. Click **Apply or Renew Commission** to begin your application.

The screenshot shows the Notary Self Service interface. At the top, there is a navigation bar with a star icon and the text 'Notary JD'. Below this is a header with a large 'N' in a circle and the word 'Notary'. The main content area is divided into two columns. The left column contains a 'Self Service' menu with options: 'Find Your Profile', 'Apply to be a Texas Notary' (highlighted with a red box), 'File or Manage Complaints', 'Request Information', and 'Make Payment'. The right column contains a form with the following fields: 'Social Security No.*', 'First Name*', 'Last Name*', and 'Are you applying as an escrow agent?' with a dropdown menu showing '--- Select a Value ---'. A 'START' button is located at the bottom right of the form, also highlighted with a red box.

2. Enter all required fields as indicated by an asterisk (*), and then Click **Start**.
 - **Social Security No.** - The system validates your social security number to determine if you have been a commissioned notary public in Texas and are in our database. If you are or have ever been a Texas Notary, click **Find Your Profile** in the Notary Self Service menu on the lefthand side.
 - **First Name** - You must provide your legal name. This is the name to be used when performing notarizations.
3. On the **Application Agreements** screen, read each statement carefully and enter your initials next to each statement to indicate your understanding, and then click **Next**.



Application Agreements

Please read and initial each statement to indicate your understanding.

I understand I am subject to a criminal background check as a part of the notary application process and will provide criminal records as applicable.

I understand I am subject to a criminal background check as a part of the notary application process and will provide criminal records as applicable. I understand that I must be insured by a bonding company prior to submitting a notary application and that I will be asked to upload signed proof of that bond. Download Proof of Bond Template (Form 2301B).

I understand that there is a fee required to process this application.

I understand that I must adhere to Texas notarial law and that failure to do so may result in the Secretary of State's notary complaint process. Please visit our no-cost educational materials.

I understand my application is subject to public information requests, but any private information will be redacted in accordance with the law.

CANCEL BACK **NEXT**

NOTE:

- Your initials must match the initials of the legal name provided on the previous screen.
- You must have your signed Proof of Bond Form to complete this process. If needed, a link to download the blank form is provided on this screen if you still need to complete this process with a surety company.
- Make sure to review our free educational materials using the link provided on the screen before beginning the application process.

Notary Information

This section requests applicant information that is required by law.

Notary Information

You are applying to be a traditional Texas Notary Public. The information requested is required by statute.

Legal Name

First Name * Kim Middle Name Last Name * Steg Suffix --- Select a Value ---

Identification

Driver's License * Issuing State * Select State Social Security No. * Date Of Birth * mm/dd/yyyy

Contact Information

Email * kimsteglich@gmail.com Confirm Email *

Post Office Address

Type * Home (selected) Public

Street * 111 Main St. Suite or Apt

City * Austin State * TX Zip * 78722 County * Travis

1. Complete the required **Notary Information** fields and then click **Next** to continue.

Note:



- **First Name** - This field populates automatically from the first page of the application but can be changed. You must provide your legal name. This is the name you must use when you perform notarizations and sign this application.
- **Driver's License** - A state-issued identification number may also be entered here instead of a driver's license number.
- **Email** - For updates about the status of your application and your SOS Notary Portal account.
- **Address Type: Home or Public** - Addresses marked "Home" will not be shown to the public. If you pick "Public" this allows the public to view this address from our website or request it from our office.
- **Escrow Information:** Displays only if you selected **Yes** for "Are you applying as an escrow agent?" in the Initiate a Notary Application step.

Escrow Information		
Escrow License *	Escrow License State *	Escrow Expiration *
<input type="text"/>	Select State	mm/dd/yyyy

- **Current Notary Information** - Populates only if you already have a notary profile in our system.

Statements

This section of the application includes statements relating to your criminal history. Texas law states that you cannot have a conviction of a felony or a crime involving moral turpitude and be appointed as a Texas Notary Public. You can select the underlined link "crime involving moral turpitude" in the system for more details on this topic.

<ul style="list-style-type: none"> Notary Information Statements Bond Review Sign Pay 	<p>Statements</p> <p>Statement Relating to Eligibility</p> <p><i>A conviction for a crime involving moral turpitude (misdemeanor or felony) OR a felony, at any time, disqualifies you from appointment as a notary public under Texas law. All applicants are subject to a background check.</i></p> <p>Select one of the following options: *</p> <p><input type="radio"/> A: I, Kim Steg, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.</p> <p><input type="radio"/> B: I, Kim Steg, have been found guilty of a crime other than a Class C misdemeanor.</p>
<p>CANCEL BACK NEXT</p>	

1. **Select A** if you have never been convicted of a crime, or if you have only been convicted of a Class C misdemeanor, or

Select B if you have been convicted of a crime that is not a Class C misdemeanor. (For example a Felony, a Class A Misdemeanor, a Class B Misdemeanor, etc)

NOTE: If you select **B**, "**have been found guilty of a crime other than a Class C misdemeanor**" the system will require you to:

- a. **Upload a copy of the Final Court Order and Sentencing Paperwork, and**
- b. **Upload a Statement about the details of the Conviction.**



Upload Court Order: *

  Drop files here

2. A statement of the nature, circumstances, date, and location relating to the conviction(s) of the crime(s) and whether the case is on appeal.

Upload Statement: *

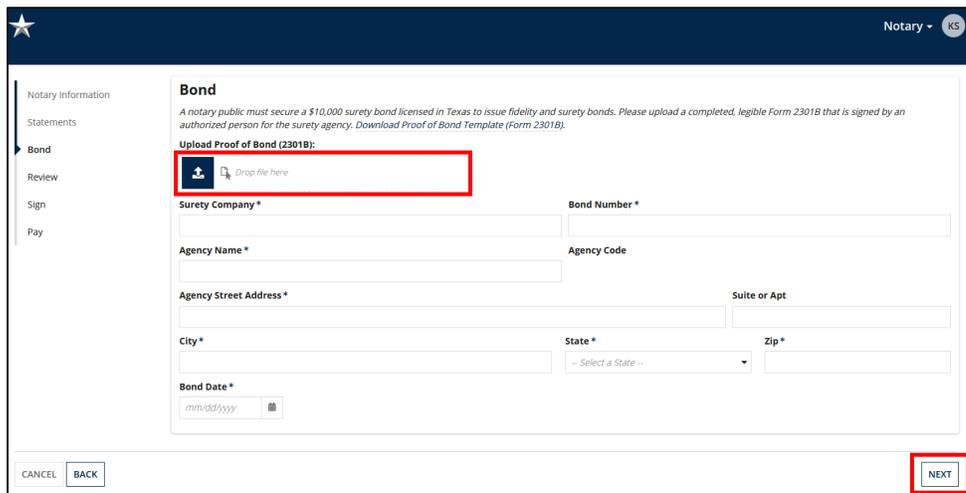
  Drop files here

- Click the upload button  to browse for the file and select it, or
- Browse for the file in your computer, then drag and drop it into the space provided.

2. Click **Next** to continue.

Bond

This section of the application includes information about the surety bond required with your application. You need a completed form from a Texas licensed surety bond company to perform this step. If needed, use the “Download Proof of Bond Template” link at the top of the page to get a copy of the blank form.



Bond

A notary public must secure a \$10,000 surety bond licensed in Texas to issue fidelity and surety bonds. Please upload a completed, legible Form 2301B that is signed by an authorized person for the surety agency. [Download Proof of Bond Template \(Form 2301B\)](#).

Upload Proof of Bond (2301B):

  Drop file here

Surety Company * Bond Number *

Agency Name * Agency Code

Agency Street Address * Suite or Apt

City * State *
 -- Select a State -- Zip *

Bond Date *
 mm/dd/yyyy 

CANCEL BACK NEXT

1. Upload the **Proof of Bond (2301B)** form.
 - Click the upload button  to browse for the file and select it, or
 - Browse for the file in your computer, then drag and drop it into the space provided.
2. Enter the remaining required fields.
3. Click **Next** to continue.

NOTE: The application will not progress if the Proof of Bond isn't included/uploaded.



Review

This section of the application displays all the information you have entered in your application.

Section	Value	Action
Application	Appointment for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	EDIT
Form Number	2301-E	EDIT
New or Renewal	New	EDIT
Notary Information		
Name	Kim Steg	EDIT
Social Security No.	*****	EDIT
Driver's License or Identification No.	*****	EDIT
Mailing Address	111 Main St Austin, TX 78722	EDIT
Email	kimsteglich@gmail.com	EDIT
Escrow License	12345 - DE	EDIT
Escrow Expiration	Nov 8, 2024	EDIT
Statements		
Statement of Eligibility	A: I, the above-named applicant, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.	EDIT
Bond		
Bond Number	123456	EDIT
Bond Date	10/15/2024	EDIT

1. Review the application information and if all information is correct, Click **Next**. If changes are needed to any section, click the **Edit** button to the right of that information.

Sign

This section of the application includes a Statement of Officer and Execution, and the Date of the application. It requires your digital signature.

Sign

Statement of Officer
I, Jane Doe, 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 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
Nov 13, 2024

Print Signature*
Type "Jane Doe" to sign.

Signature*
DRAW SIGNATURE

must match the name on your application.

CANCEL BACK NEXT

1. Read the **Statement of Officer** and **Execution** carefully. Type your legal name in the **Signature*** field.

NOTE: If the name is not an exact match to the name originally given in the application, the system will not let you move forward.

2. Click the **Draw Signature** button and use your computer mouse to draw your signature in the box provided. Click **Save**.
3. Click **Next** to continue.



Pay

This section of the application allows you to pay the application fee.

The screenshot shows a sidebar on the left with menu items: Notary Information, Statements, Bond, Review, Sign, and Pay (highlighted with a blue arrow). The main content area is titled "Pay" and contains the instruction "Click Submit to continue to payment." At the bottom left are "CANCEL" and "BACK" buttons, and at the bottom right is a "SUBMIT" button highlighted with a red box.

1. Click **Submit** to begin the payment process.

The screenshot shows a "Checkout" page with a warning: "By completing payment, you give us permission to debit your account for the total amount due. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account." Below this is a table with the following items:

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

Below the table is a note: "Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57." At the bottom left is a "CANCEL" button, and at the bottom right is a "Proceed to Payment" button with an external link icon. Below the button is the text: "This link will redirect you to an external page."

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

The screenshot shows a payment method selection screen. At the top left is the Texas Notary Public seal. Below it is a green banner that says "Credit card deleted." The screen displays the following information:

- Customer: 9B7F285 - Kim Steg
- Transaction Amount: 21.00
- Currency Code: USD
- Payment Method: A dropdown menu with "New" selected and highlighted with a red box.
- Fee Information: "2.7 % Service fee will be charged." and "Fee Amount: 0.57"
- Submit button

3. Click **New** to enter a new credit card payment method.
 - If you have stored a credit card in your Wallet which is still valid, you do not need to enter a new credit card; simply enter the CVV number and click **Submit**.



4. On the **Card Interface** screen, enter the required credit card details and click **Save**.
 - NOTE: To save this credit card to a “Wallet” that stores the information for future use, click the **Save for Me** checkbox.

The **Application Payment** screen appears confirming your receipt for payment.

Confirmation of Application Submission & Checking the Status

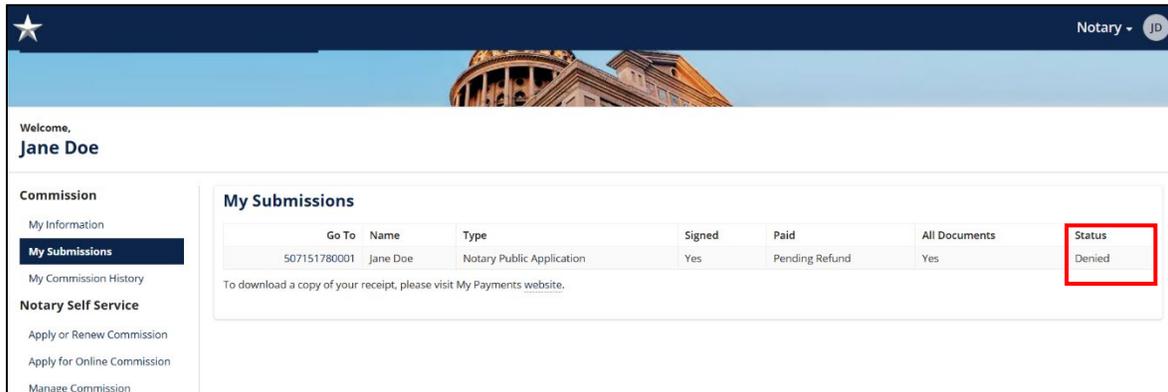
Once you have submitted your application and payment, you will receive a confirmation email at the email address you provided on your application.



Once your application has been reviewed, it will be approved or rejected/denied. You will receive an email notification with further instructions based on the outcome of your application.

To **Check the Status** of your application:

1. Click the **link** provided in the email and login to your SOS Portal account.
2. Click on the **Notary** tile on the dashboard and click the **My Submissions** self service option on the left.

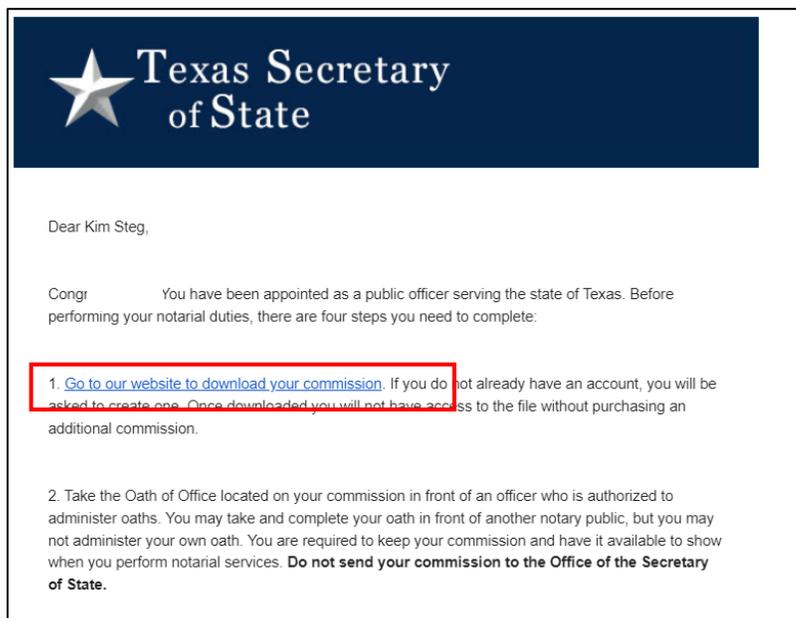


3. View the status of your application in the **Status** column on the far left.

Download and Sign Your Approved Texas Notary Commission

After you have been approved for a Texas notary commission, follow the steps below to download your commission.

1. Once your application has been approved by our office, you will receive an email notifying you of your approval. Click the link in the email to go to our website to download your commission.

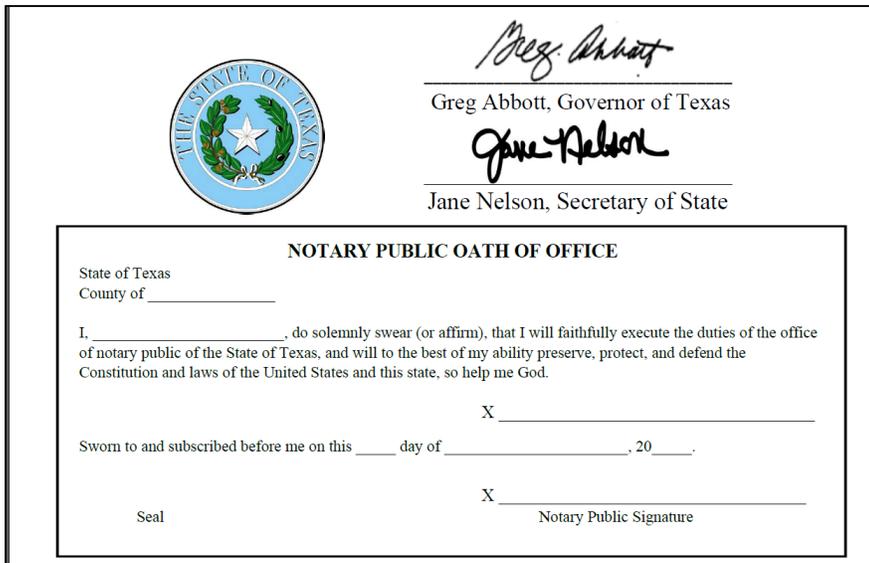


- On the download page, click the Download Commission button to retrieve your Commission document. **IMPORTANT: You may only download this document once, so be sure to save it in a secure location. If you misplace or lose this file, you will need to pay a fee for a replacement.**



- Open the downloaded file on your computer to view your commission certificate.

This certificate contains important information, including your commissioned notary name, ID number and term of office. The information provided on your commission must match your notary seal/stamp exactly. **Make sure you sign your commission document in the presence of an authorized notary before you begin notarizing documents.**



To update your name or address on file with our office, please view our guide to **Manage Your Commission.**

