



Introduction

*This guide is for individuals who have given permission for a surety bonding company to submit on their behalf an **Application for Appointment as a Texas Notary Public** to be commissioned as a traditional notary public in the State of Texas. This guide describes how the individual will receive notification from our office of their application approval/rejection and guides the applicant through the process of signing and downloading their commission using the new SOS Notary Portal.*

NOTE:

- *This guide is not for applicants who have submitted their application using the SOS Notary Portal.*

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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.

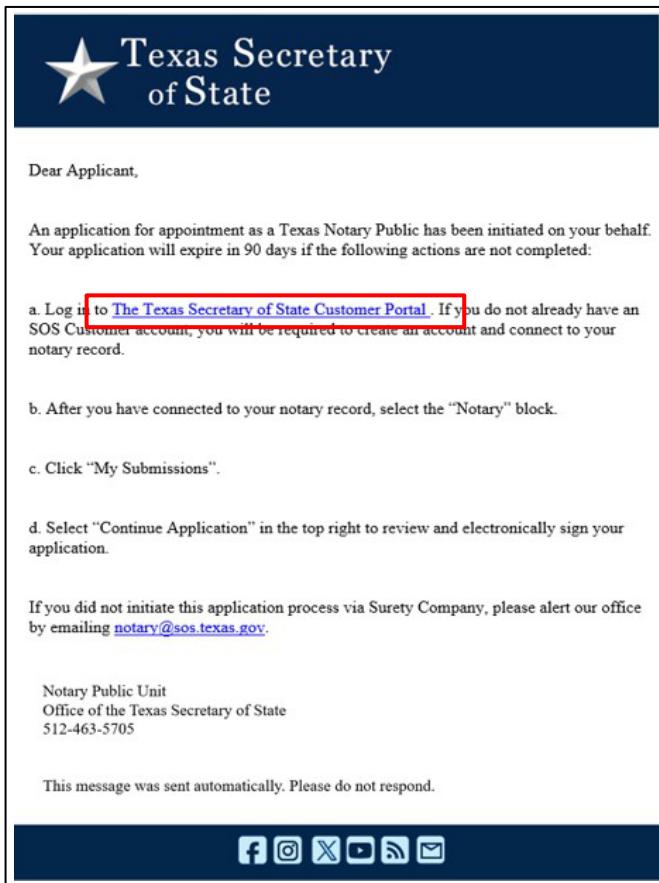
IMPORTANT TO REMEMBER: All applicants and renewing notaries must complete the education requirement course offered by the Secretary of State's Office prior to an application being initiated by a bonding company.

Confirmation of Application Submission

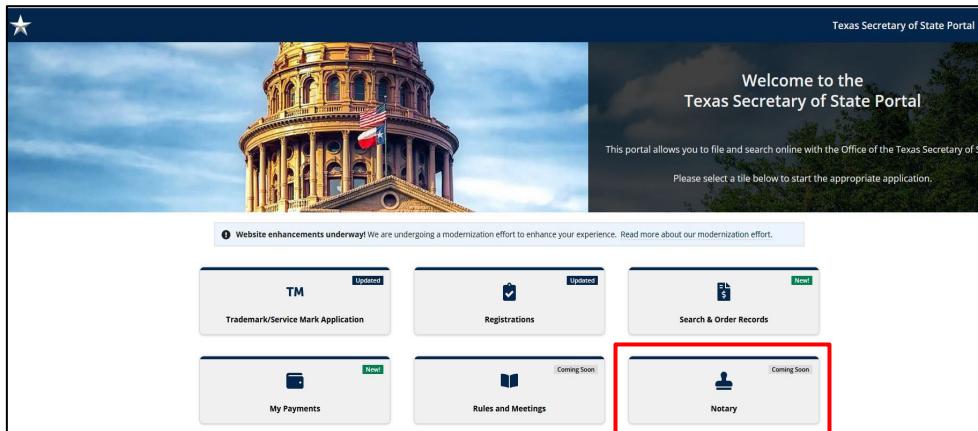
Once a surety bonding company has submitted a notary application on behalf of an individual, the following steps occur.

Signing Your Application

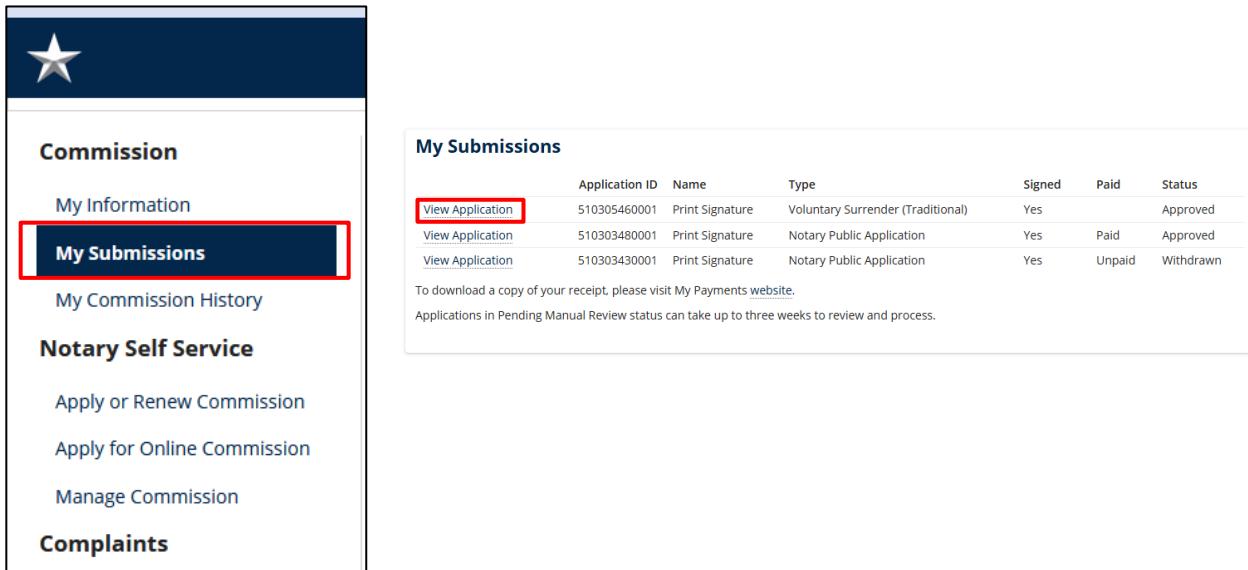
- Once an application has been submitted on your behalf, you will receive a confirmation email at the email address you provided in your application. Click **on the link** provided in the email to login to the SOS Portal account.
 - See our "[SOS Portal Account Setup and User Access Guide](#)" for help creating your SOS Portal account and sign-in*



- On the SOS Portal Dashboard, click the grey **Notary** tile.



3. Click **My Submissions** from the Notary menu options and select to **View the Application** which is Pending Submission.

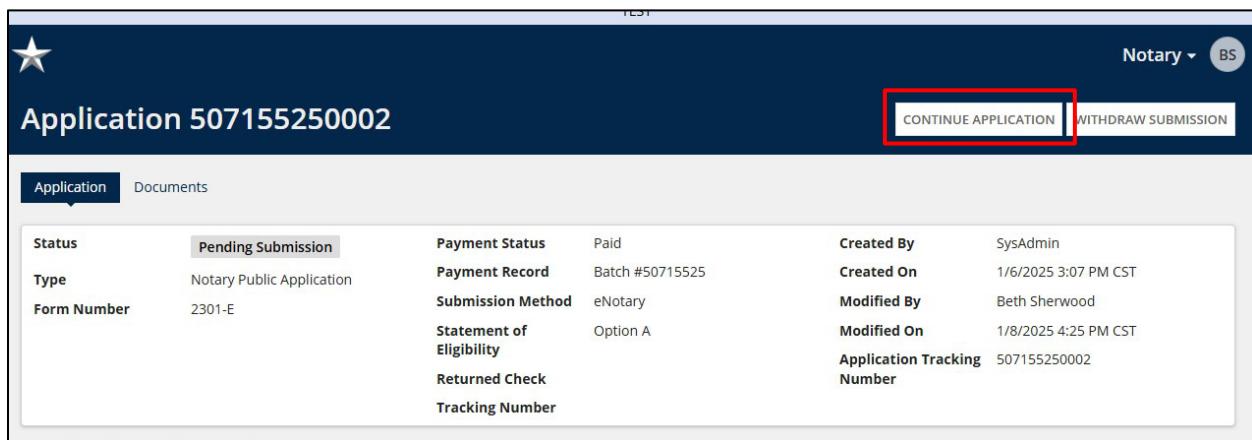


The screenshot shows the Notary application interface. On the left, a sidebar menu is visible with the following options: Commission (My Information, My Submissions, My Commission History), Notary Self Service (Apply or Renew Commission, Apply for Online Commission, Manage Commission), and Complaints. The 'My Submissions' option is highlighted with a red box. On the right, a table titled 'My Submissions' lists three applications:

	Application ID	Name	Type	Signed	Paid	Status
View Application	510305460001	Print Signature	Voluntary Surrender (Traditional)	Yes	Paid	Approved
View Application	510303480001	Print Signature	Notary Public Application	Yes	Paid	Approved
View Application	510303430001	Print Signature	Notary Public Application	Yes	Unpaid	Withdrawn

Below the table, a note states: 'To download a copy of your receipt, please visit My Payments website.' and 'Applications in Pending Manual Review status can take up to three weeks to review and process.'

4. Click **Continue Application** in the top right to review and sign your application.



The screenshot shows the application detail page for Application 507155250002. The top navigation bar includes 'TEST', 'Notary ▾', and 'BS'. The main content area displays the application details in a grid format:

Status	Pending Submission	Payment Status	Paid	Created By	SysAdmin
Type	Notary Public Application	Payment Record	Batch #50715525	Created On	1/6/2025 3:07 PM CST
Form Number	2301-E	Submission Method	eNotary	Modified By	Beth Sherwood
		Statement of Eligibility	Option A	Modified On	1/8/2025 4:25 PM CST
		Returned Check		Application Tracking Number	507155250002
		Tracking Number			

The 'CONTINUE APPLICATION' button is highlighted with a red box in the top right corner of the page.

5. **Review your application** information to ensure it is correct; you may update any information which is inaccurate by clicking on **Edit**.



Sign

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

Notary Information

Statements

Bond

Review

Sign

Pay

Sign

Statement of Officer

I, [REDACTED] 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.

DPS Computerized Criminal History (CCH) Verification

I acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F Texas Constitution and statutes - Home

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online Crime Records General Information | Department of Public Safety (The Official Website of the State of Texas) Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

By initialing this statement and signing the 2301 Application for Appointment as a Texas Notary Public I agree I am subject to a background check and will provide criminal records as applicable.

Date
Oct 2, 2025

Print Signature*
[Text Input Field]
Type [REDACTED] to sign.

Signature*
[Text Input Field]
DRAW SIGNATURE

Use the space below to digitally sign your application using the same name entered above. Your digital 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: You are not required to provide a fingerprint search record at the time of submitting your application. In the event your application is denied and you feel the denial is in error due to misidentification of the background information obtained, you may choose to contact the Fingerprint Applicant Services of Texas (FAST) to have a fingerprint search performed. Our office does not provide a service code for the search request.

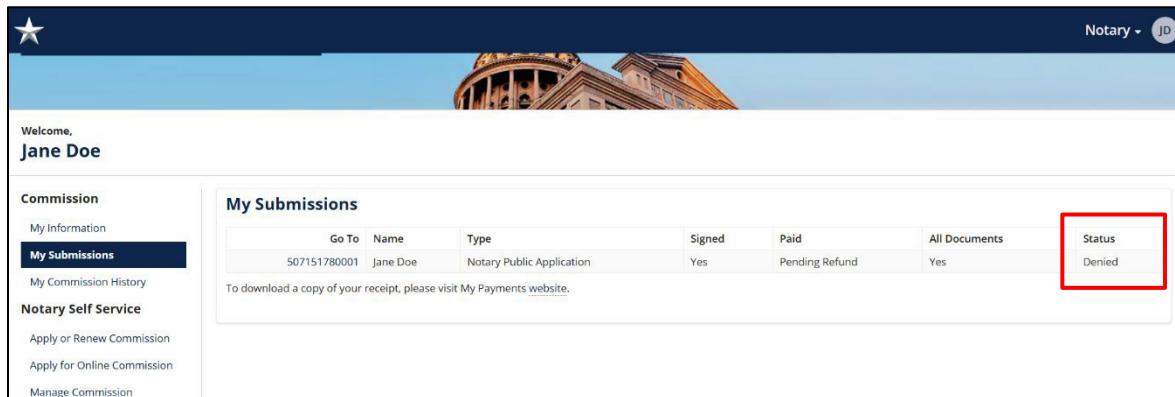
2. Click the **Draw Signature** button and use your computer mouse to draw your signature in the box provided. Click **Save**.
3. Click **Next** to complete the application process. The screen will display your confirmation of submission, and you will receive an email confirmation as well.



Checking the Application Status

To check the status of your submitted application follow the steps below.

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.



The screenshot shows the SOS Portal dashboard for a user named Jane Doe. The left sidebar has a 'My Submissions' button highlighted with a red box. The main content area is titled 'My Submissions' and shows a table with one row. The table columns are 'Go To', 'Name', 'Type', 'Signed', 'Paid', 'All Documents', and 'Status'. The data in the table is: Go To: 507151780001, Name: Jane Doe, Type: Notary Public Application, Signed: Yes, Paid: Pending Refund, All Documents: Yes, Status: Denied. A red box highlights the 'Status' column.

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

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

Download and Sign Your Approved Texas Notary Commission

After you are approved to be Texas Notary Public, 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 and download your commission.



The screenshot shows an email from the Texas Secretary of State. The subject is 'Welcome to the Texas Notary Public Commissioning System'. The email body starts with 'Dear Kim Steg,' and 'Congratulations! You have been appointed as a public officer serving the state of Texas. Before performing your notarial duties, there are four steps you need to complete:'. The first step is '1. [Go to our website to download your commission.](#)' which is highlighted with a red box. The text continues with 'if you do not already have an account, you will be asked to create one. Once downloaded you will not have access to the file without purchasing an additional commission.' The second step is '2. Take the Oath of Office located on your commission in front of an officer who is authorized to administer oaths. You may take and complete your oath in front of another notary public, but you may not administer your own oath. You are required to keep your commission and have it available to show when you perform notarial services. **Do not send your commission to the Office of the Secretary of State.**'



2. On the **My Information** 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.

3. 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](#).

