

**Form 2303-ON—General Information
(Voluntary Surrender of Online Notary Public Commission)**

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Commentary

The secretary of state appoints and commissions Texas notaries public under Subchapters A and C of Chapter 406 of the Government Code. As used in this form, a traditional notary public means an individual who is commissioned under Subchapter A, Chapter 406 of the Government Code. An online notary public is an individual commissioned under both Subchapters A and C, and is specifically authorized to notarize documents remotely through the use of two-way audio and video technology.

An online notary public commission expires on the same date as the notary's traditional notary public commission. The commission of a traditional notary public expires four years from the date of its issuance. A Texas notary public may voluntarily surrender a notary public commission at any time before the commission expiration date. An individual who is commissioned both as a traditional notary public and an online notary public may voluntarily surrender the commission held as an online notary public without surrendering the commission held as a traditional notary public.

This form is to be used to voluntarily surrender an online notary public commission. A traditional notary public must use SOS Form 2303 to voluntarily surrender the notary's commission, rather than this form. The surrender of a notary public commission is effective as of the date of execution of the voluntary surrender form.

NOTICE

An online notary public may not surrender the notary's traditional notary public commission without simultaneously surrendering the individual's online commission. If you are an online notary public and are surrendering both commissions held, submit Form 2303 together with Form 2303-ON for processing.

Instructions for Form

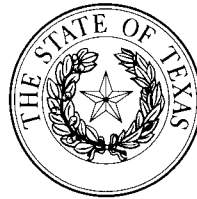
- **Identifying Information:** Enter the name under which your online notary public commission was issued. The disclosure of your social security number is mandatory. It will be used only to maintain the accuracy of the secretary of state's records. The secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request.
- **Statement of Voluntary Surrender:** Select either A or B to indicate whether your online notary public commission is enclosed with the form. You must enclose your online notary public commission if it is in your possession. By executing and submitting this form, you surrender your authority to perform those notarial acts specifically authorized to be performed as a Texas online notary public.
- **Statement of Compliance:** Section 406.112 of the Government Code requires an online notary public whose commission terminates to certify to the secretary of state that the notary has destroyed the coding, disk, certificate, card, software, or password that enables the notary to electronically affix the online notary public's official electronic signature or seal to an electronic

document. By executing and submitting this form, you are certifying that you have taken the actions described and have complied with this statutory requirement.

- **Delivery Instructions:** There is no filing fee for a voluntary surrender of the online notary public commission. The completed form may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375; faxed to (512) 463-5255; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701.

Revised 01/2019

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 13375
Austin, TX 78711-3375
512-463-5705
512-463-5255 - Fax
Filing Fee: None



**VOLUNTARY SURRENDER OF
TEXAS ONLINE NOTARY
PUBLIC COMMISSION**

Identifying Information

Social Security No.: _____

Name:

Last First Middle Suffix

Commission Expires: _____
mm/dd/yyyy

Statement of Voluntary Surrender

I surrender my Texas online notary public commission. I understand that I am no longer authorized to perform notarizations remotely through the use of two-way audio and video technology or other acts specifically authorized to be performed as a Texas online notary public.

A. My original online notary public commission is enclosed.

OR

B. I no longer have my original online notary public commission.

Statement of Compliance with Section 406.112, Texas Government Code

I certify that I have complied with Section 406.112 of the Government Code and have destroyed the coding, disk, certificate, card, software, or password that enabled me to electronically affix the official electronic signature or electronic seal used as a Texas online notary public.

Execution

Date: _____

Signature of Online Notary Public Surrendering Commission

Printed or typed name of Surrendering Online Notary