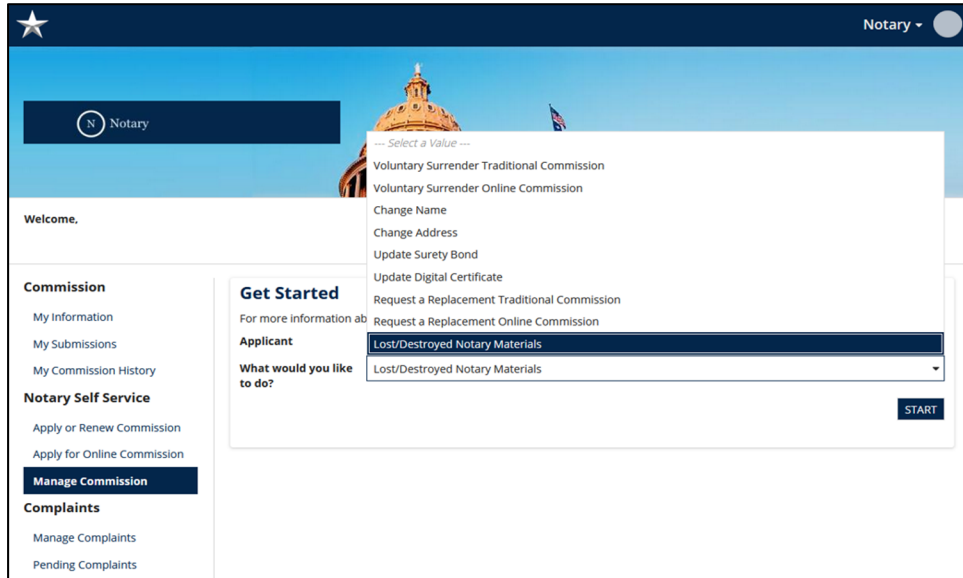


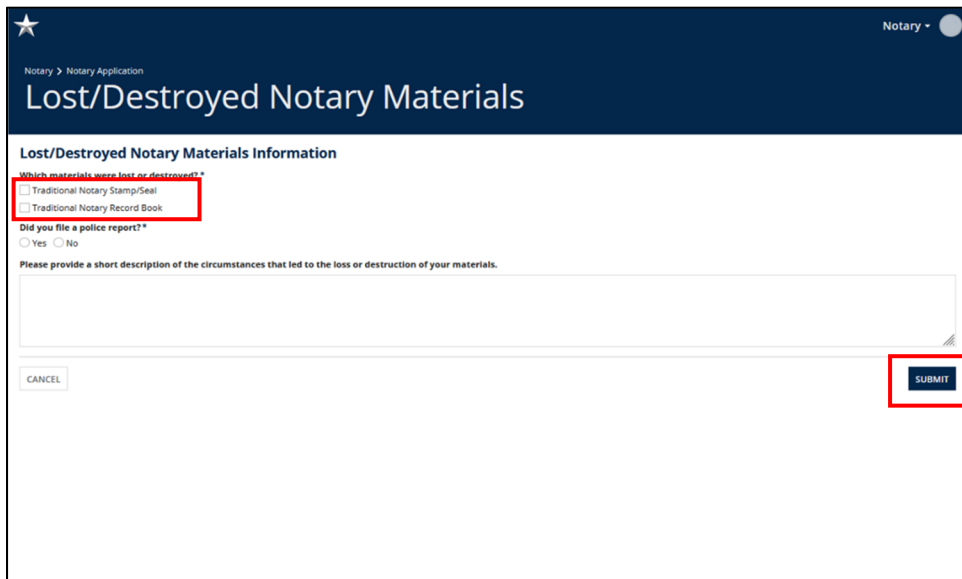
## Lost/Destroyed Notary Materials

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



The screenshot shows the Notary homepage with a dark blue header and a white main content area. A dropdown menu is open, listing various actions. The 'Lost/Destroyed Notary Materials' option is selected in the 'What would you like to do?' dropdown. A 'START' button is visible at the bottom right of the dropdown menu.

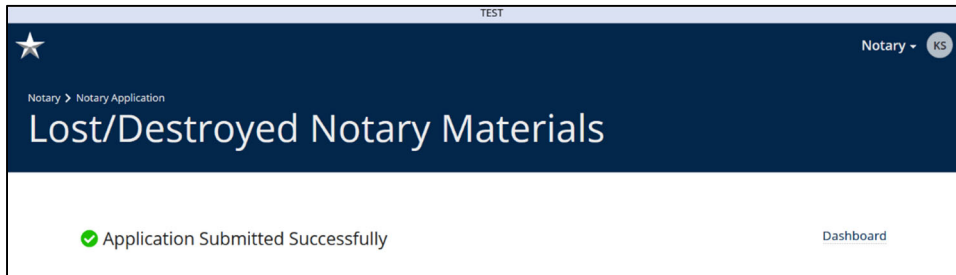
1. Click **My Submissions** from the Notary homepage.
2. At the prompt, **What would you like to do?** Select the **Lost/Destroyed Notary Materials** option, and click **Start**.



The screenshot shows the 'Lost/Destroyed Notary Materials' form. The title 'Lost/Destroyed Notary Materials' is at the top. Below it, the section 'Lost/Destroyed Notary Materials Information' contains two checkboxes: 'Traditional Notary Stamp/Seal' and 'Traditional Notary Record Book', both of which are checked and highlighted with red boxes. Below these are radio buttons for 'Did you file a police report?' with 'Yes' selected. A text field for 'Please provide a short description of the circumstances that led to the loss or destruction of your materials.' is present. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons, with the 'SUBMIT' button highlighted by a red box.

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.

Go To	Name	Type	Signed	Paid	All Documents	Status
507150770001	Kim Steg	Lost/Destroyed Notary Materials	Yes		Yes	Approved
507150620001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved
507150600001	Kim Steg	Notary Public Application	Yes	Unpaid	Yes	Pending Submission
507150530001	Kim Steg	Voluntary Surrender (Traditional)	Yes		Yes	Approved
507150380001	Kim Steg	Notary Public Application	Yes	Paid	Yes	Approved

5 items

To download a copy of your receipt, please visit My Payments website.

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.

