



Introduction

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





NOTE:

- 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.

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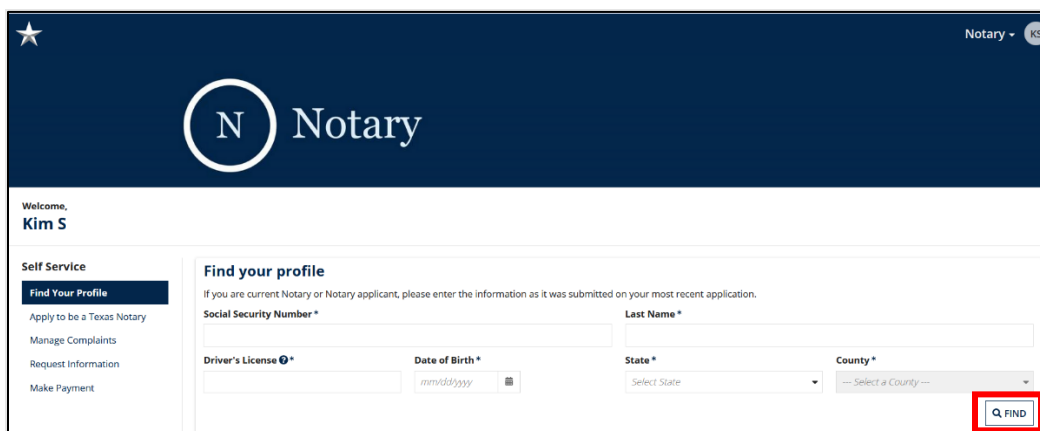
On-Screen Guidance

- 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.

Find Your Notary Profile

You must already be a traditional Texas Notary Public with an active commission to apply to become an online notary. If you have not yet linked your account history with our agency to your SOS Portal, follow the steps below once you have created an SOS Portal account before you begin the online commission application process.

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



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 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.



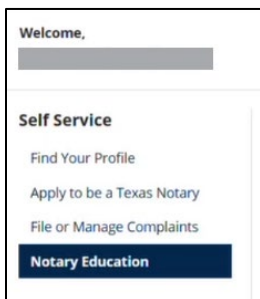
Complete the Online Notary Education Course

All applicants and renewing notaries must successfully pass the education requirement established and offered by the Secretary of State's office before you may renew or apply as a Texas notary public.

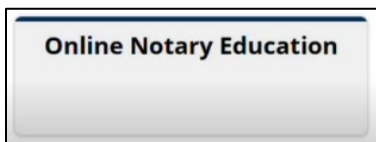
If you have previously been a notary public, please [Find Your Notary Profile](#) before completing the Notary Education Course.

To begin the process to complete the education course, follow the steps below.

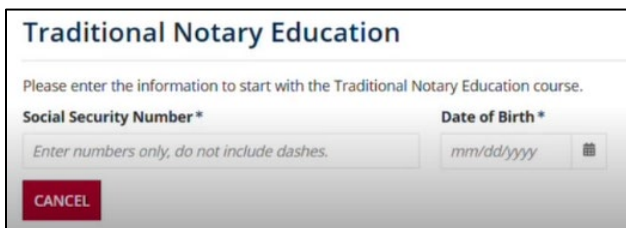
1. Click **Notary Education** in the Notary Self Service menu.



2. Click the **Online Notary Education** block to begin the education requirement process.



3. Enter in your **Social Security Number** and **Date of Birth** into the system.

A screenshot of a form titled 'Traditional Notary Education'. Below the title, it says 'Please enter the information to start with the Traditional Notary Education course.' There are two input fields: 'Social Security Number *' with a hint 'Enter numbers only, do not include dashes.' and 'Date of Birth *' with a hint 'mm/dd/yyyy' and a calendar icon. A red 'CANCEL' button is at the bottom left.

4. Read carefully the information provided before you move forward to make payment. The education course must be completed within 90 days from the date of payment and is a non-refundable fee.

Once you are ready to move forward, click **Make Payment** to submit the required fee to start the education course.



Checkout


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.


Item	Total
Notary Education Requirement Fee	\$20.00

Subtotal: \$20.00
Texas.gov Fee [2.25% (Total Transaction Amount + \$0.25) + \$0.25]:** \$0.71
Total: **\$20.71**

Note: Your credit card will be charged 20.71, which includes an additional Texas.gov Fee** of 0.71.
 **Payment includes Texas.gov cost recovery fees for the State of Texas

[CANCEL](#)

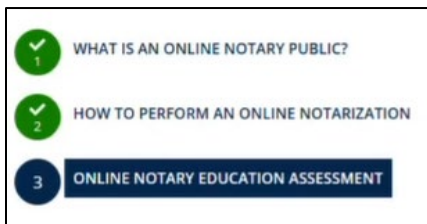
Payment Type Credit Card 

Click the  button to change the payment method.

[!\[\]\(7b5b7ab6ab651e61f9502d6fb7f19cad_img.jpg\) Proceed to Payment](#)
This link will redirect you to an external page

5. Click **Proceed to Payment** to complete the card payment process.
6. Successfully watch all four videos from beginning to end.

NOTE: You will not be able to skip forward through the videos and must have a check mark indicator above the video number before you are able to complete the Notary Education Assessment.



7. To begin the Notary Education Assessment, read carefully the information provided and initial each statement indicating your understanding.

NOTE: You must complete the assessment within 30 minutes. Failure to complete the assessment within the required timeframe will result in potentially failing of the assessment.

Click **Start Notary Education Assessment** to begin the notary assessment.

8. Select the appropriate answer to each question and click **Next** to progress through all questions on the assessment.

On the final question, click **Submit** to submit all answers on your assessment.

NOTE: If you fail to click Submit, your assessment will result with a 0 score and you will forfeit the attempt to complete the educational requirement.

Upon completion of the assessment, you will be notified of the passing or unsuccessful attempt at completing the education requirement. You will also receive a confirmation email that can be used for proof of completion if needed.

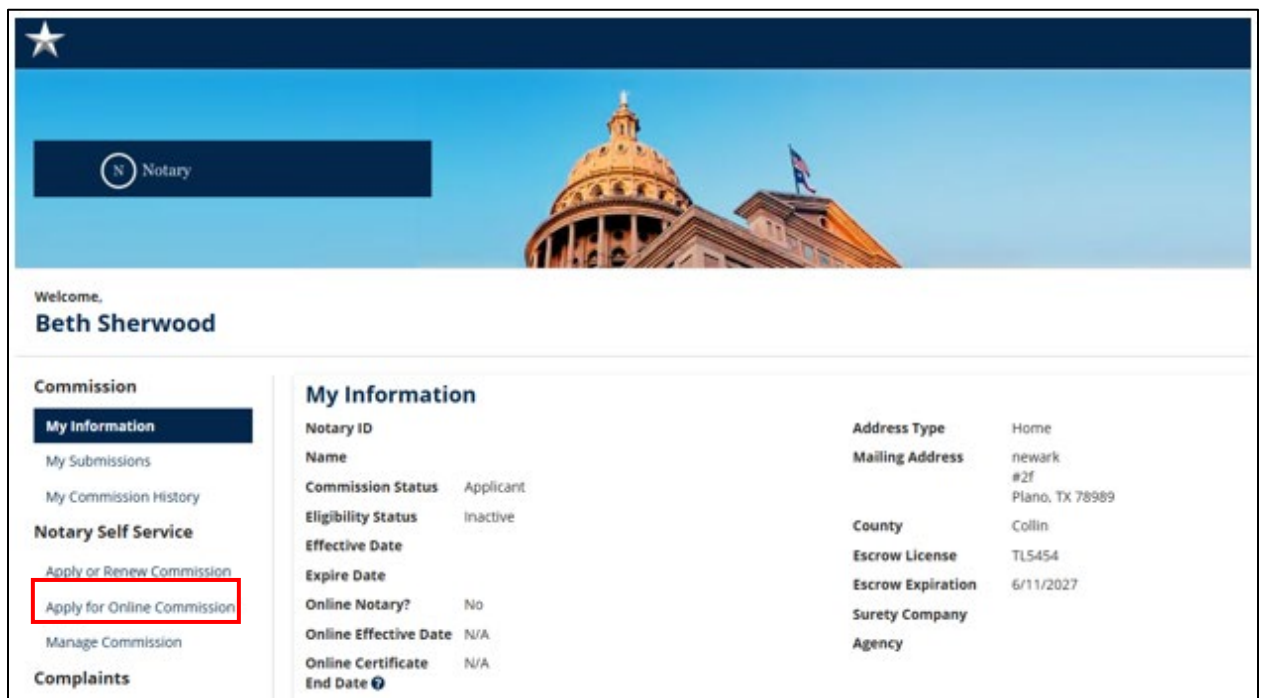


Submit or Renew an Online Notary Application

To submit a new online Texas notary application, or to renew an existing online 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 traditional Texas Notary Public make sure you follow the **“Find Your Profile”** section of this guide first before proceeding with the steps below.



Notary

Welcome,
Beth Sherwood

Commission

- My Information**
- My Submissions
- My Commission History

Notary Self Service

- Apply or Renew Commission
- Apply for Online Commission**
- Manage Commission

Complaints

My Information

Notary ID		Address Type	Home
Name		Mailing Address	newark #2f Plano, TX 78989
Commission Status	Applicant	County	Collin
Eligibility Status	Inactive	Escrow License	TL5454
Effective Date		Escrow Expiration	6/11/2027
Expire Date		Surety Company	
Online Notary?	No	Agency	
Online Effective Date	N/A		
Online Certificate End Date	N/A		

1. Click the **Apply for Online Commission** menu option, and click the **Start** button.

Notary Information

This section of the application requires you to complete your Notary information.



1. Complete the **Notary Information** required fields on the screen and click **Next**.

Statements of Eligibility

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.

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:

- Upload a copy of the Final Court Order and Sentencing Paperwork, and**
- 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.

Digital Certificate

This section of the application requires you to download and review the Statement of Officer, sign it using your digital certificate, and upload it to our SOS Portal.

 **Application for Appointment as an Online Texas Notary Public** Notary 

Notary Information
Statements
Digital Certificate
Digital Seal
Review
Sign
Pay



Digital Certificate


You are required to provide our office with an x509 certificate that you will utilize for your online notarizations. For questions on your digital certificate, please contact the organization that issued it. The Texas Secretary of State is unable to troubleshoot issues related to the digital certificate.

Instructions

Please follow the steps below:

Step 1: Download the Statement of Officer.
Step 2: Sign it by using your x509 digital certificate.
Step 3: Save it to your computer.
Step 4: Upload the signed Statement of Officer.
 Once uploaded, the system will verify that your certificate is compliant. If the certificate is not compliant, the system will alert you to the issues that need to be resolved by the organization that issued your digital certificate.

  Drop file here

 VALIDATE CERTIFICATE

Issued By	Valid From
Issued To	Valid Until

Digital certificate file must be in PDF format.

CANCEL BACK **NEXT**

1. Click on the **Download the Statement of Officer** link to download the form to your computer.
2. Sign the downloaded statement using your x.509 digital certificate.
3. Save the signed form to your computer, and then Upload the signed form in the space provided on the screen and click **Validate Certificate**.

Step 4: Upload the signed Statement of Officer.
 Once uploaded, the system will verify that your certificate is compliant. If the certificate is not compliant, the system will alert you to the issues that need to be resolved by the organization that issued your digital certificate.

 **DigitalCerti...**
 PDF – 59.36 KB

 VALIDATE CERTIFICATE

Issued By *	IGC CA 1	Valid From *	May 1, 2024
Issued To *	Paola Garcia	Valid Until *	May 1, 2025

Digital certificate file must be in PDF format.

4. The system will validate the dates on your certificate and display them on the screen. Click **Next** to continue.



Digital Seal

This section of the application requires you to upload your digital seal to the SOS Portal.

The screenshot shows the 'Digital Seal' section of the 'Online Notary Digital Certificate/Seal Update' application. The left sidebar has a vertical menu with 'Digital Certificate', 'Digital Seal' (selected), 'Review', and 'Sign'. The main content area is titled 'Digital Seal' and contains the following text: 'You are required to provide our office with the digital seal that you will utilize for your online notarizations. The Texas Secretary of State's office is unable to provide or recommend vendors for digital seals.' Below this is a 'Requirements' section: 'The Digital Seal must contain the following elements: 1. The words "Notary Public, State of Texas" around a star of five points 2. The notary public's commissioned name 3. The notary public's identifying number (as assigned by the Texas Secretary of State's office) 4. The date the notary public's commission expires'. A note states: 'The seal may be circular, not more than two inches in diameter, or it may be rectangular, not more than one inch in width and 2 1/2 inches in length. The seal must have a serrated or edged border.' The 'Upload Digital Seal' section includes an 'Initial' field, a checkbox 'My seal does not need to be updated.', a 'Drop file here' button, and a note: 'Digital seal file must be in an image format of JPEG or JPG.' At the bottom are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

1. Click the Upload button or drag/drop the file containing your digital seal to the box provided.
2. Click **Next** to continue.

Review

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

The screenshot shows the 'Review' section of the 'Online Notary Digital Certificate/Seal Update' application. The left sidebar has a vertical menu with 'Digital Certificate', 'Digital Seal', 'Review' (selected), and 'Sign'. The main content area is titled 'Review' and contains the text: 'Please review this content for accuracy. If changes are required, use the "EDIT" button to make changes to the corresponding webform page.' Below this is a table with the following information:

Application	
Application	Online Notary Digital Certificate/Seal Update
Documents	
Digital Certificate *	DigitalCertificate.Applicati... PDF - 59.36 KB
Digital Seal	Digital Seal JPG - 58.66 KB

At the bottom are 'CANCEL', 'BACK', and 'NEXT' buttons. An 'EDIT' button is located to the right of the 'Digital Certificate' document entry.

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



Sign

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

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.

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



Checkout

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.

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**

Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57.

[CANCEL](#) [Proceed to Payment](#)

This link will redirect you to an external page

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



Credit card deleted.

Customer 9B7F285 - Kim Steg	Transaction Amount 21.00	Currency Code USD
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Payment Method *


[New](#)

2.7 % Service fee will be charged.

Fee Amount
0.57

[Submit](#)

- 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**.



Card Interface

Credit Card * 41*****1111	Card Type * VISA	Exp MM/YYYY * 02 / 2028
First Name *	Last Name *	Address * 123 Main
City * Austin	Country * United States of America	State * Texas
Zip/Postal Code *	Phone Number	Email

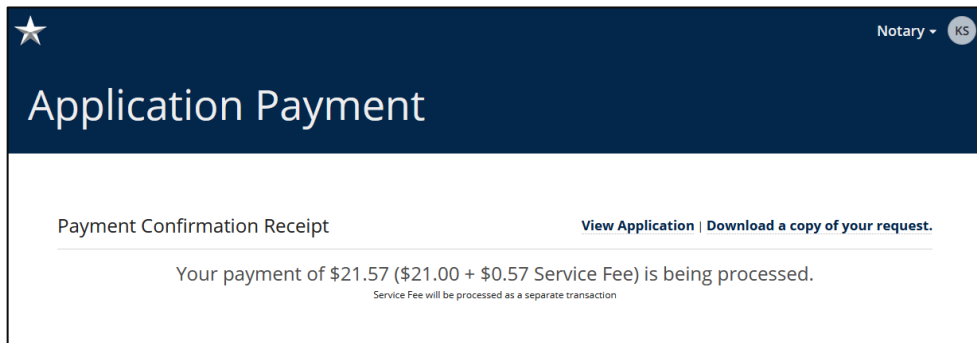
☒ Save For Me

[Back](#) [Save](#) [Cookies](#)

- 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.

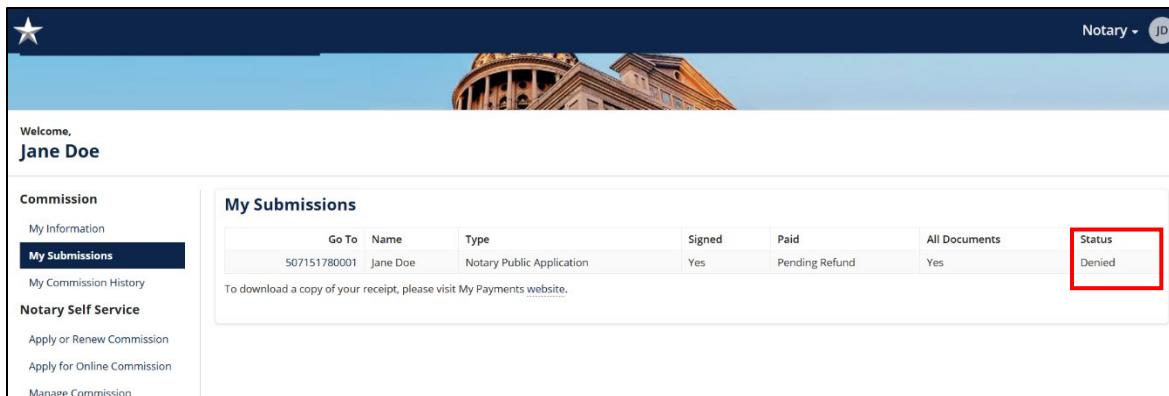


Once your application has been reviewed, it will be approved or rejected/denied. You will receive an email notification with further instructions based on the outcome of your application.

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.





Welcome,
Jane Doe

Commission

- My Information
- My Submissions**
- My Commission History

Notary Self Service

- Apply or Renew Commission
- Apply for Online Commission
- Manage Commission

My Submissions

Go To	Name	Type	Signed	Paid	All Documents	Status
507151780001	Jane Doe	Notary Public Application	Yes	Pending Refund	Yes	Denied

To download a copy of your receipt, please visit [My Payments website](#).

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.



 **Texas Secretary of State**

Dear Kim Steg,

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:

1. [Go to our website to download your commission](#). 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.
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 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.**

The screenshot shows the Notary Public Self Service portal. The user is Matthew Holbrook. The 'My Information' section is highlighted with a red box, showing a 'DOWNLOAD COMMISSION' button. The button text reads: "After you download this commission you will not be able to download another. A replacement commission can be purchased if you lose this commission."

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.**

The form is the Notary Public Oath of Office for the State of Texas. It includes the state seal, signatures of Greg Abbott, Governor of Texas, and Jane Nelson, Secretary of State. The oath text reads: "I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of notary public of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and this state, so help me God."

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

