Texas Secretary of State

Submit/Renew a State Agency Employee Notary Application

Introduction

*This guide describes how a Texas state agency employee submits or renews an **Application for Appointment as a Texas Notary Public as a State Employee** 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.*

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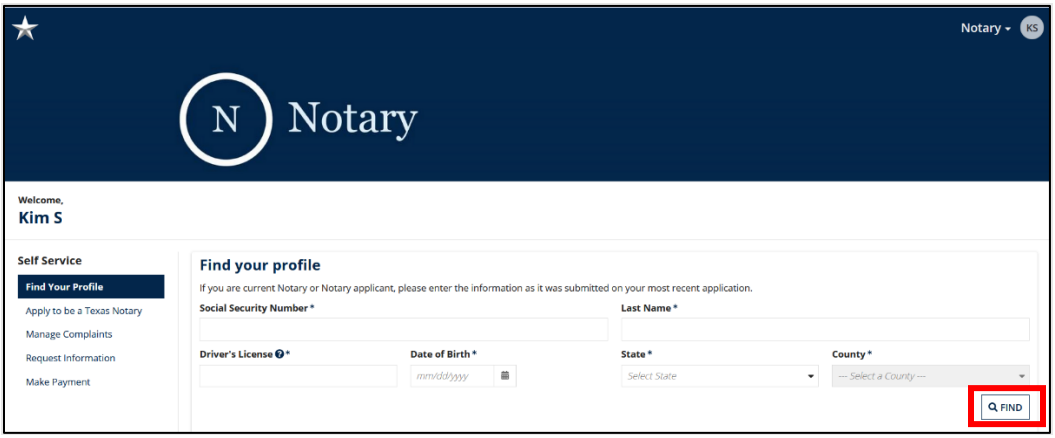
On-Screen Guidance

- 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 NEXT button at the bottom of the screen.
- To go back to the previous screen, click the BACK button at the bottom of the screen.
- To cancel out of a process, click the CANCEL button at the bottom of the screen.

Already A Notary? Find Your Notary Profile

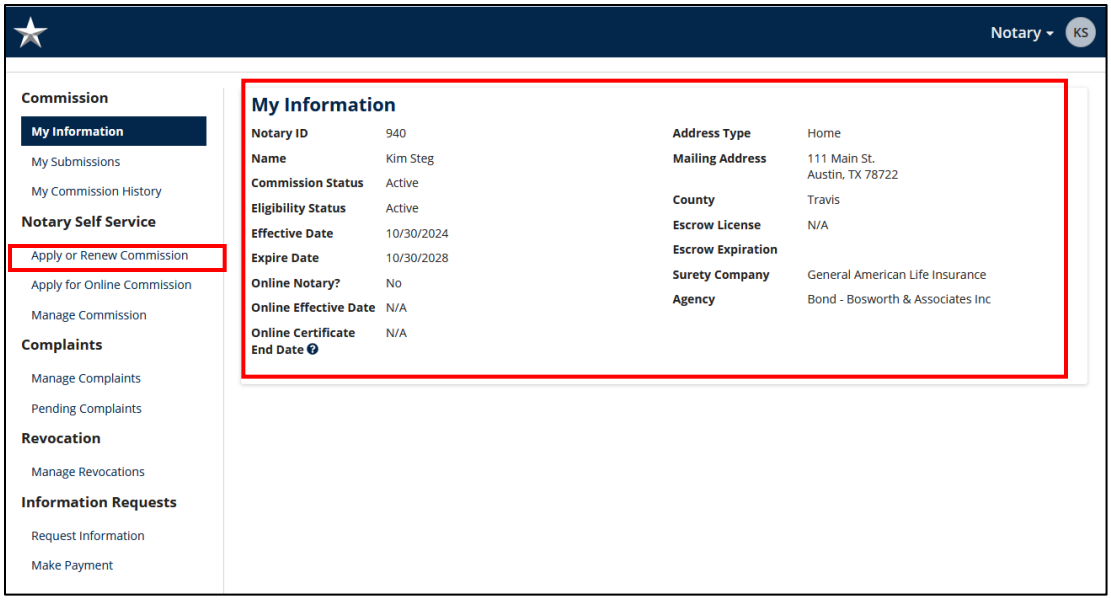
If you are an active Texas Notary Public or if you have ever been commissioned as a Texas Notary Public and want to renew your commission, the following steps show you how to link your account history once you have created an SOS Portal account. This guide is not for applicants who are using a company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

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



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 State Agency Employee 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 or the company that submitted the application on your behalf.

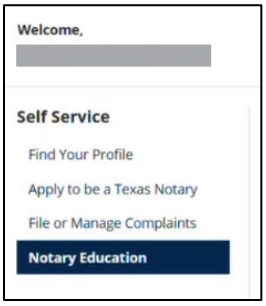
Complete the Traditional Notary Education Course

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.

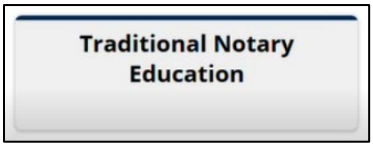
If you have previously been a notary public, please Find Your Notary Profile before completing the Notary Education Course.

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

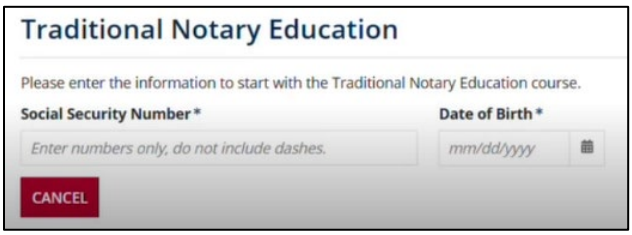
1. Click **Notary Education** in the Notary Self Service menu.



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

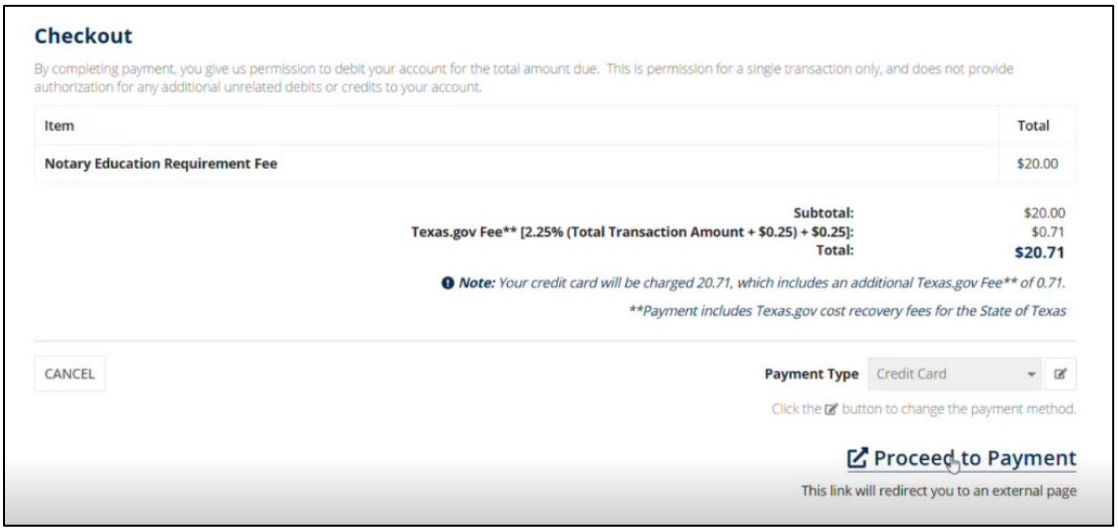


3. Enter in your **Social Security Number** and **Date of Birth** into the system.



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.



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 a State Agency Employee Notary Application

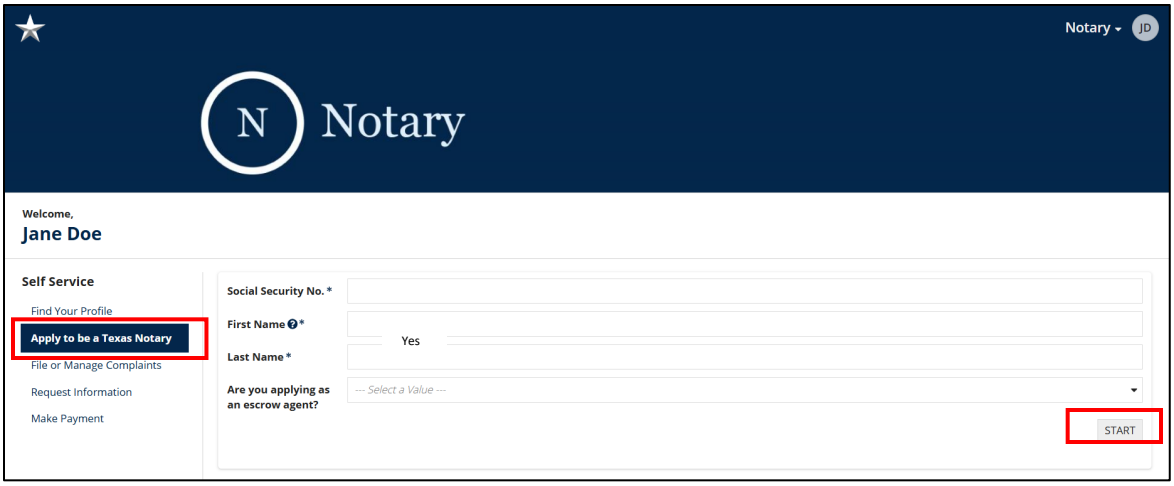
To submit a new Texas notary application, or to renew an existing Texas notary commission, follow the steps below.

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.*

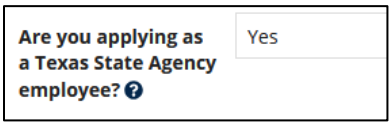
1. Click **Apply to be a Texas Notary** in the Notary Self Service menu.

   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.

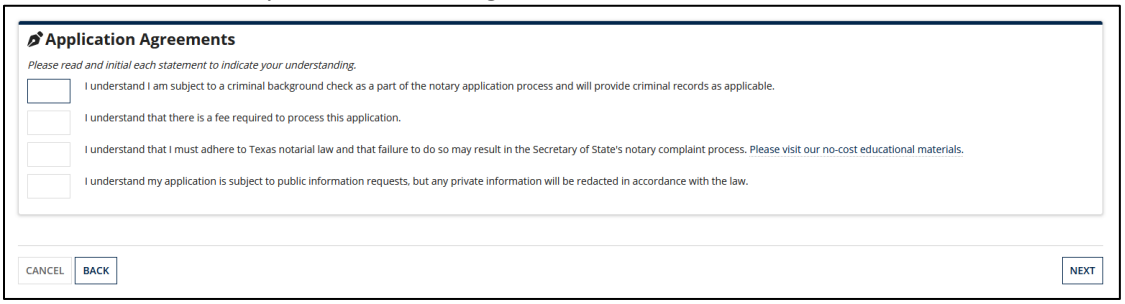


2. Enter all required fields as indicated by an asterisk (*****), and click **Start.**

   - **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 left hand side.
   - **First Name -** You must provide your legal name. This is the name to be used when performing notarizations.
   - Make sure to answer **Yes** for the question asking if you are a **State Agency employee**.



3. Read each **Application Agreement** statement carefully and enter your initials next to each statement to indicate your understanding, and then click **Next**.



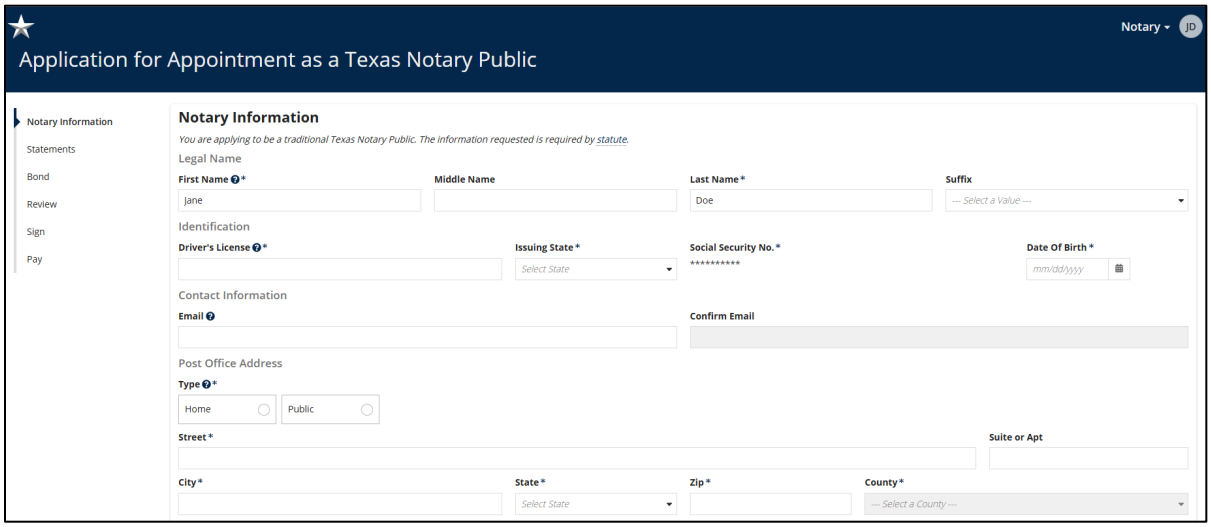
NOTE:

- Your initials must match the initials of the legal name provided on the previous screen.
- You must have a signed SORM 203 – State Employee Notary Acknowledgement Form found on the State Office of Risk Management website.
- You must have proof of an ITV indicating a payment has been processed by your state agency through CAPPS or USAS.
- 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.

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

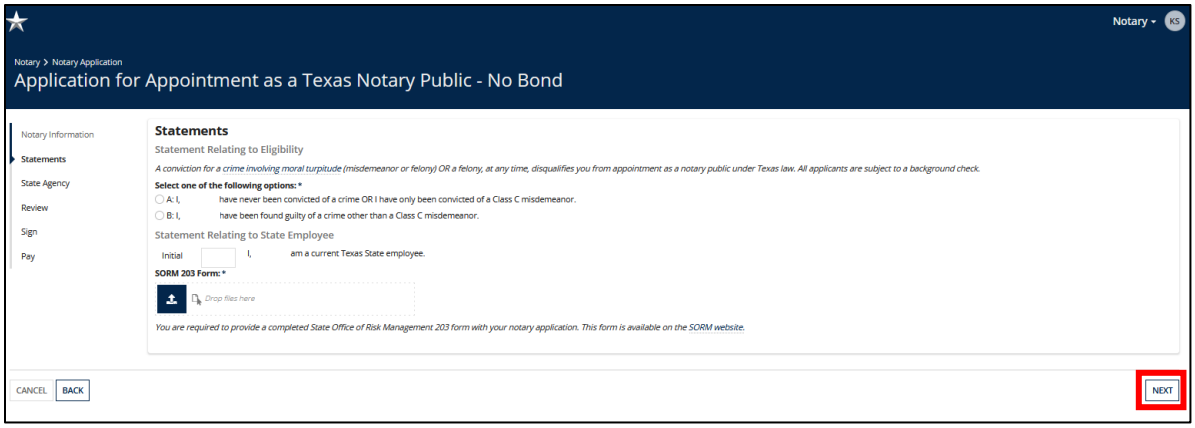


Note:

- **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.
- **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.



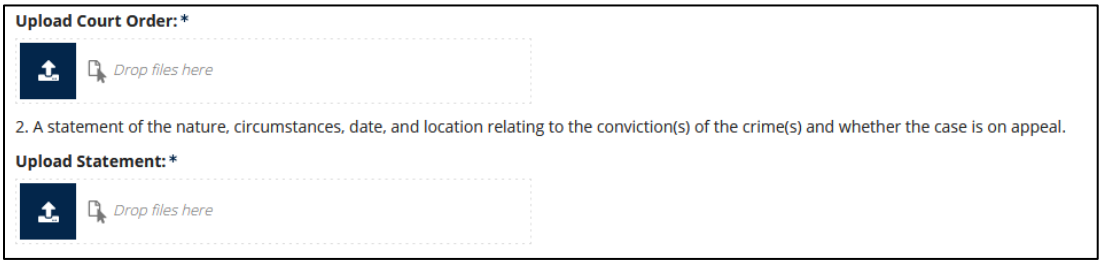
1. **Select A** if you have never been convicted of a crime, or if you have only been convicted of a Class C misdemeanor, or

   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:

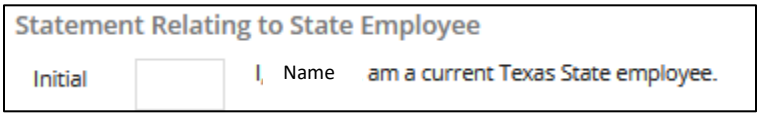
   a. **Upload a copy of the Final Court Order and Sentencing Paperwork, and**

   b. **Upload a Statement about the details of the Conviction.**



   - 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.
3. Enter your initials to attest that you are a current Texas State employee.

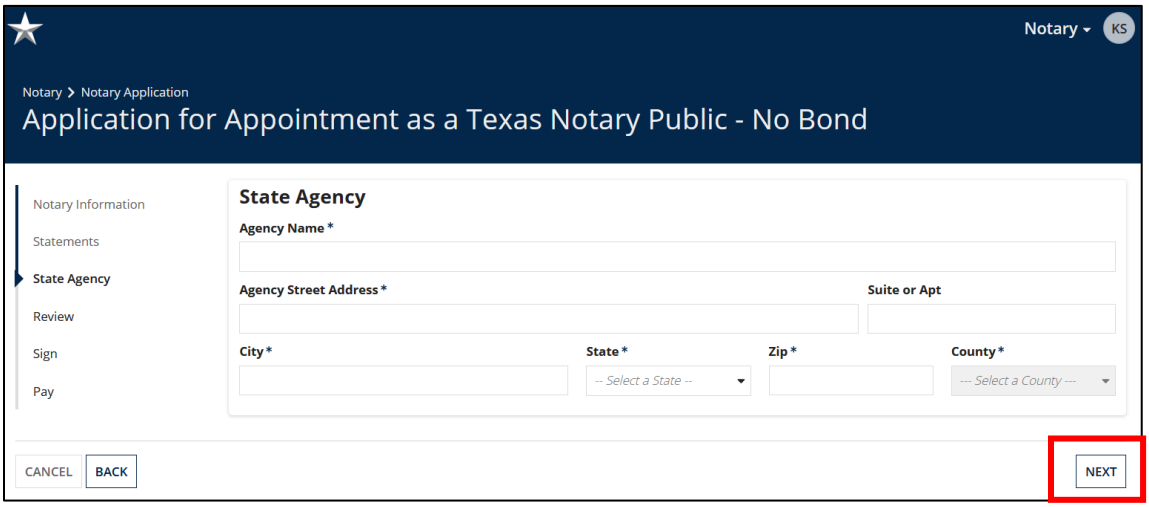


4. You must also **upload a SORM 203 Form**. If you need a copy of the form, a link is provided on the screen.

5. Click **Next** to continue.

State Agency

This section of the application includes information about the state agency that employs you.

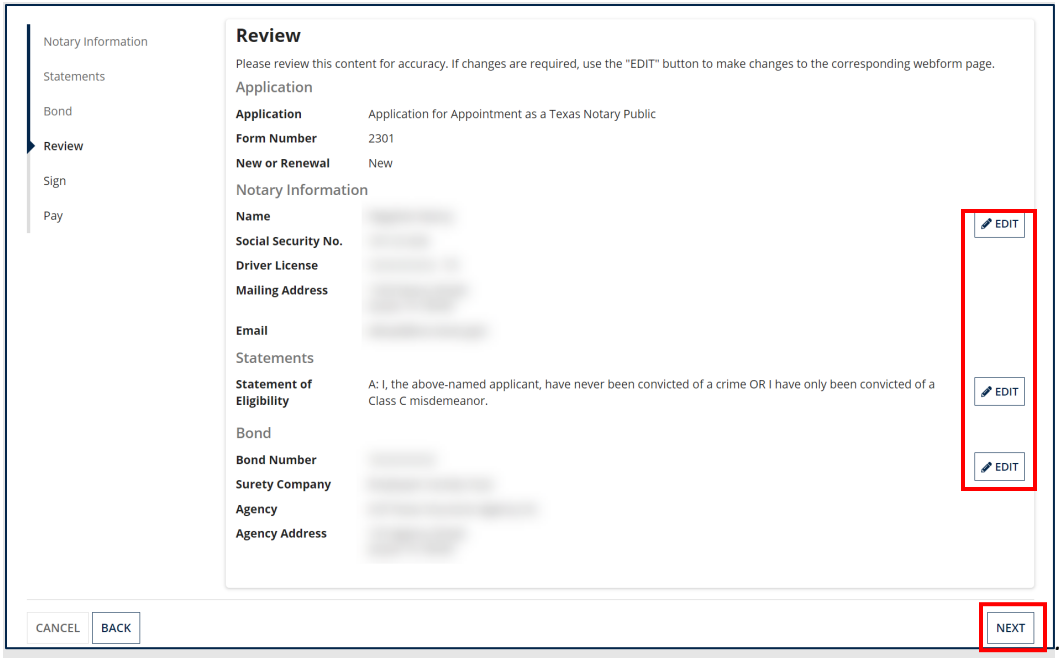


1. Complete the required fields for your State Agency and click **Next.**

   NOTE: The list of Agency Names is populated by this list provided by the Comptroller's Office. If you do not see your agency name in the list, please contact the Comptroller's Office to resolve it before submitting your Notary application.

Review

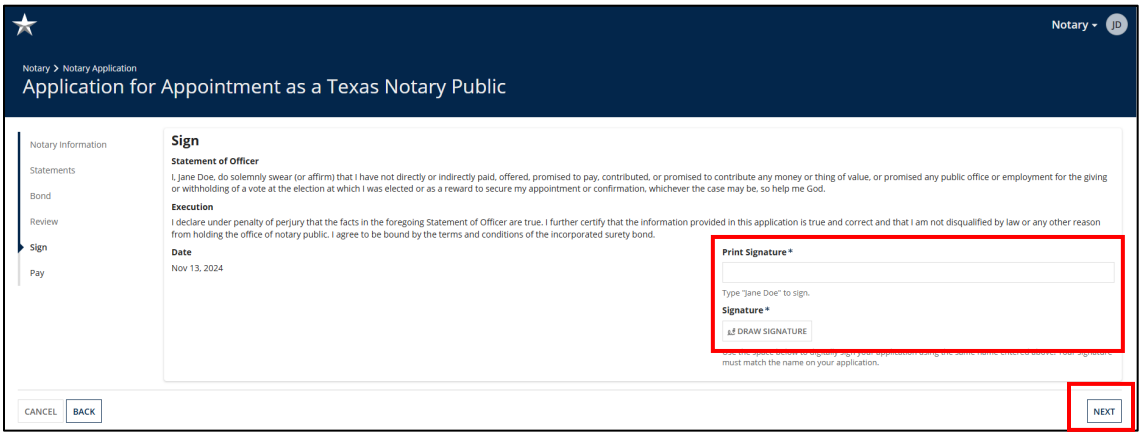
This section of the application displays all the information you have entered for your application



Review the application information for correctness. If changes are needed to any section, click the **Edit** button to the right of that information. 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.

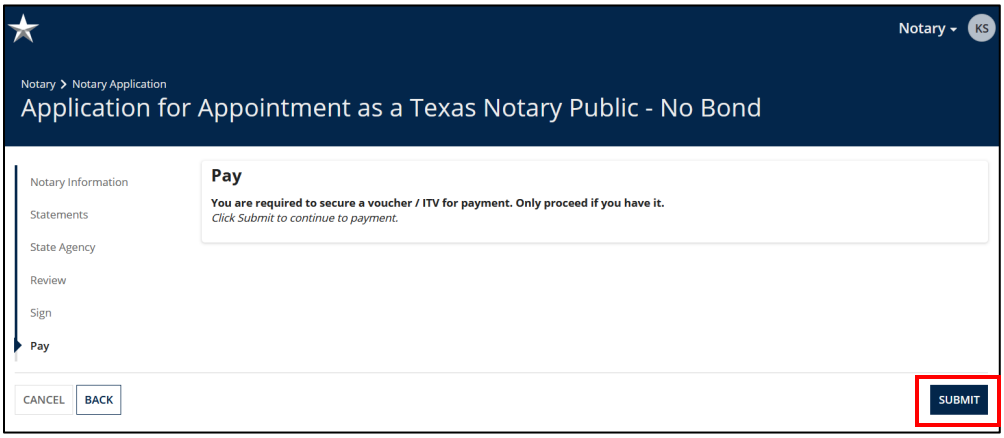


1. Read the **Statement of Officer** and **Execution** carefully. Type your legal name in the **Signature*** field.
   NOTE: If the name is not an exact match to the name originally given in the application, the system will not let you move forward.
2. Click the **Draw Signature** button and use your computer mouse to draw your signature in the box provided. Click **Save**.
3. Click **Next** to continue.

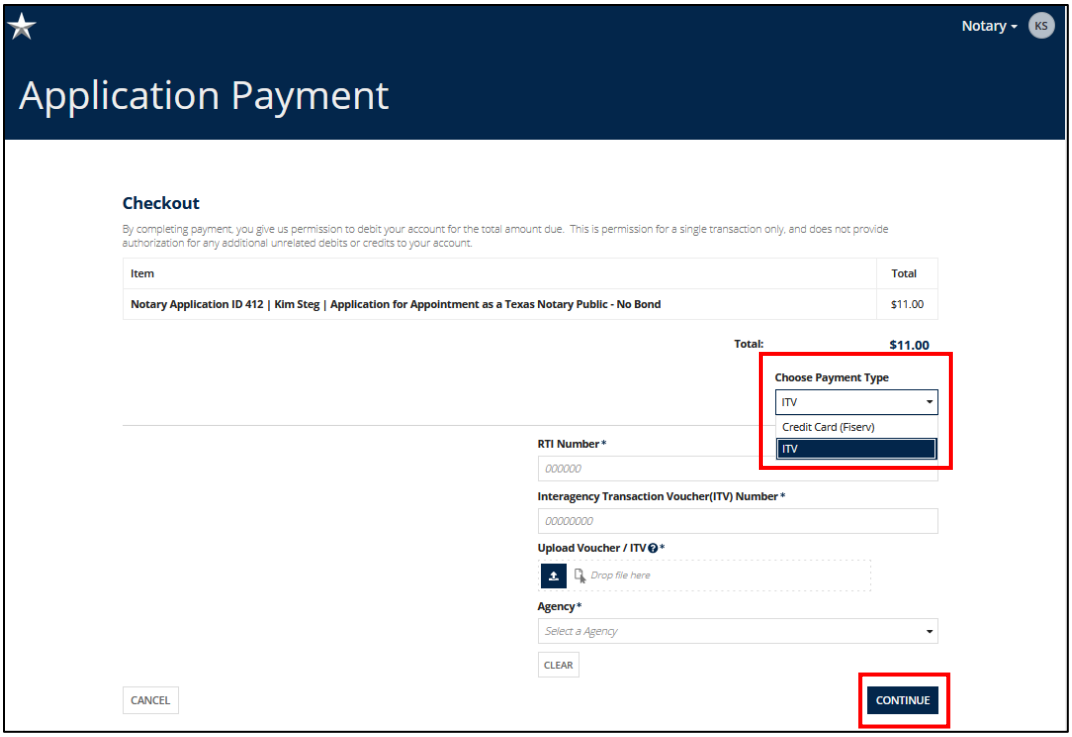
Pay

This section of the application allows you to pay the application fee using an Interagency Transfer Voucher (ITV).

IMPORTANT: *Only 1 ITV per applicant may be submitted for notary applications. Please confirm with your agency accounting department that they have created a single ITV for only your application.*



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



2. On the **Checkout** screen,
    - Select **ITV** from the **Payment Method** dropdown.
    - For the **RTI #,** enter: 307200.
    - For the **ITV Number**, enter the number provided by your Agency.
        - ***IMPORTANT:*** *If the ITV has not been received by the Secretary of State's Office, your application will not be submitted to our office and payment will not go through.* ***Ensure your ITV has been received by our office before you submit payment****.*
    - Upload the Voucher file by either clicking on the button or drag/drop the file from your computer to the space provided.
    - Select your Agency Name from the dropdown list.
    - Click **Continue.**
3. You will return to the Payment screen. Click **Submit** to process your payment.

Confirmation of Application Submission and Checking the Status

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

Texas Secretary of State

Dear Notary Applicant,

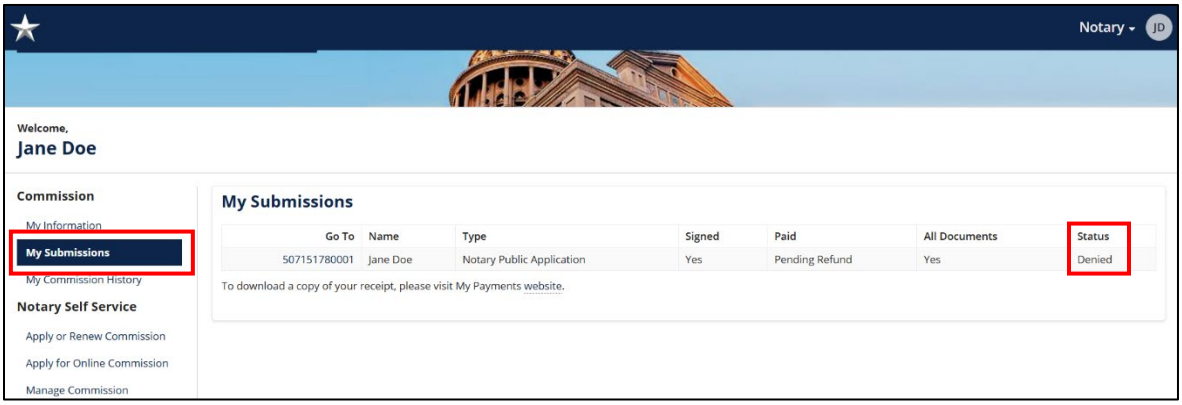
Our office has received your request for Application for Appointment as a Texas Notary Public. You may check the status of your request by logging into our online notary portal https://texas-sos-dev.appiancloud.com/suite/sites/notary. If you have any questions about this request please contact our office at notary@sos.texas.gov .

Sincerely,
Notary Public Unit
Office of the Texas Secretary of State
notary@sos.texas.gov

Your application will be sent to the State Office of Risk Management (SORM) to complete the verification of your state agency employment. This could take a minimum of 5 days to complete. Once your application is approved by SORM it will be processed by our office and either 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** option on the left.

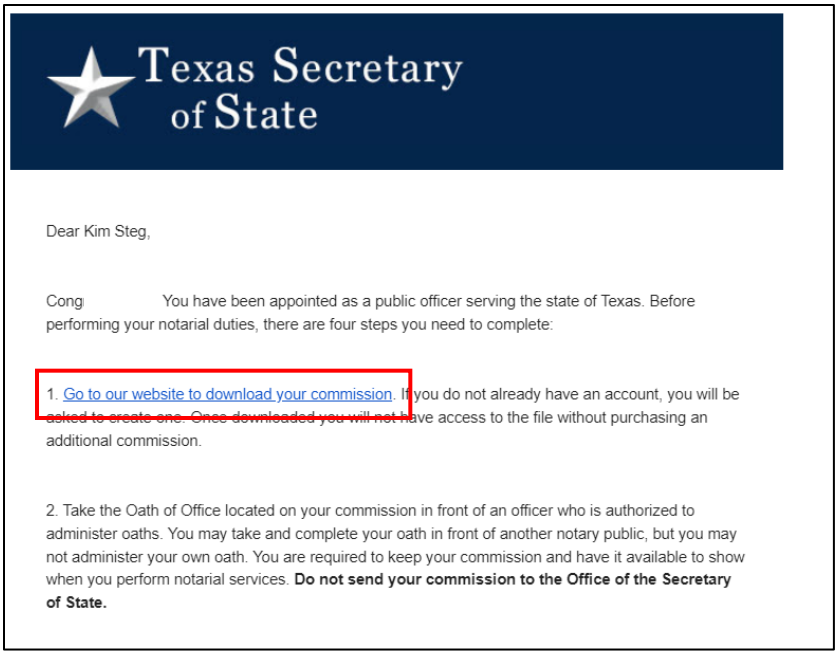


3. View the status of your application in the **Status** column on the far left.

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 notification notifying you of your approval. Click the link in the email to go to our website to download your commission.


Texas Secretary of State

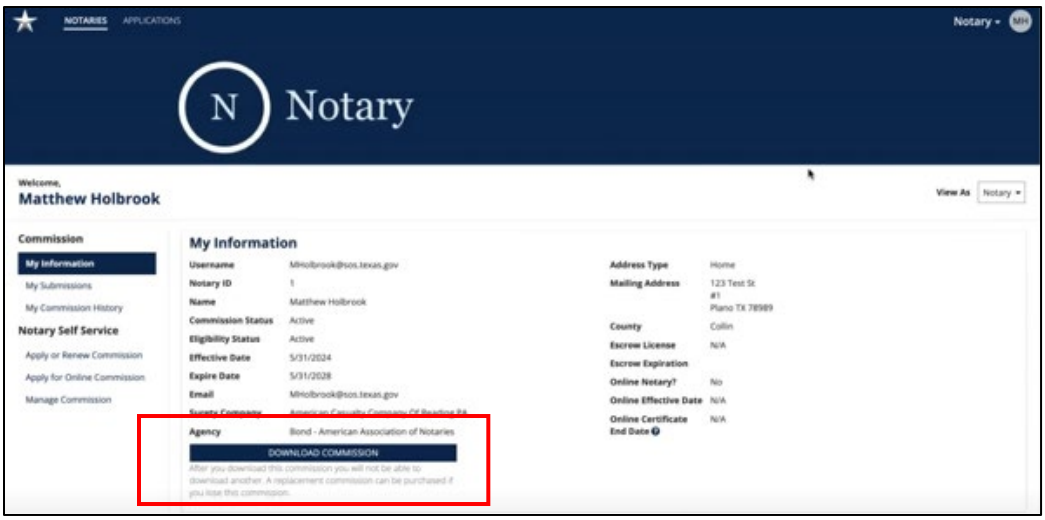
Dear Kim Steg,

Cong 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.

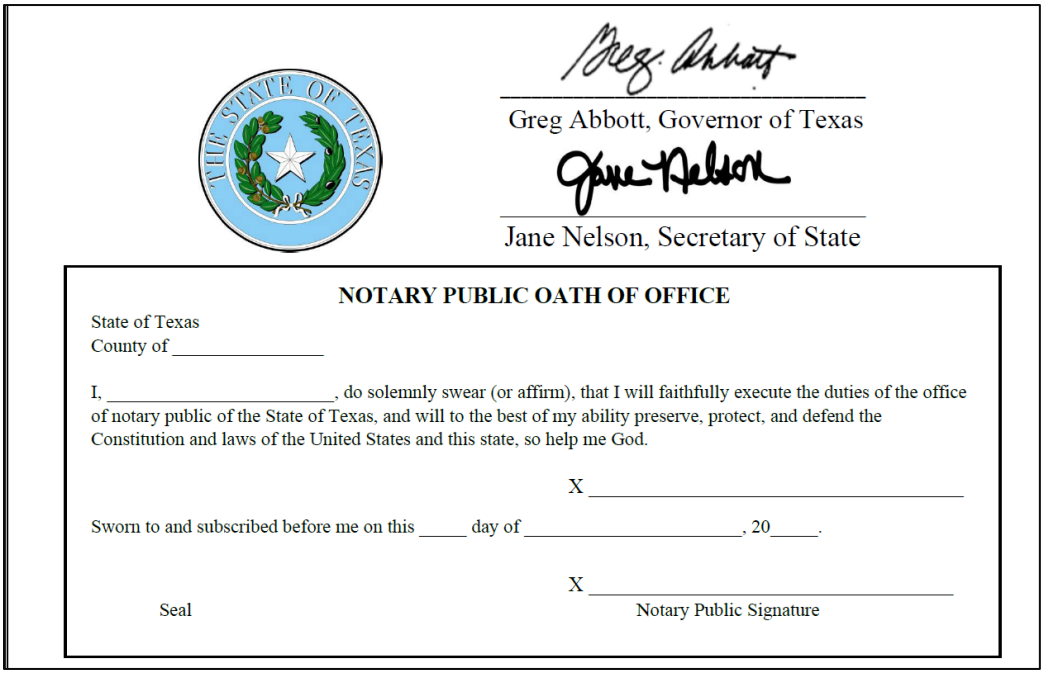
2. Take the Oath of Office located on your commission in front of an officer who is authorized to administer oaths. You may take and complete your oath in front of another notary public, but you may not administer your own oath. You are required to keep your commission and have it available to show when 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.**



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.**



Greg Abbott, Governor of Texas

Jane Nelson, Secretary of State

NOTARY PUBLIC OATH OF OFFICE

State of Texas
County of _____

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.

X _____

Sworn to and subscribed before me on this _____ day of _____, 20_____.

X _____

Seal

Notary Public Signature

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