



## Introduction

*This guide describes how an individual submits or renews an **Application for Appointment as a Texas Notary Public** 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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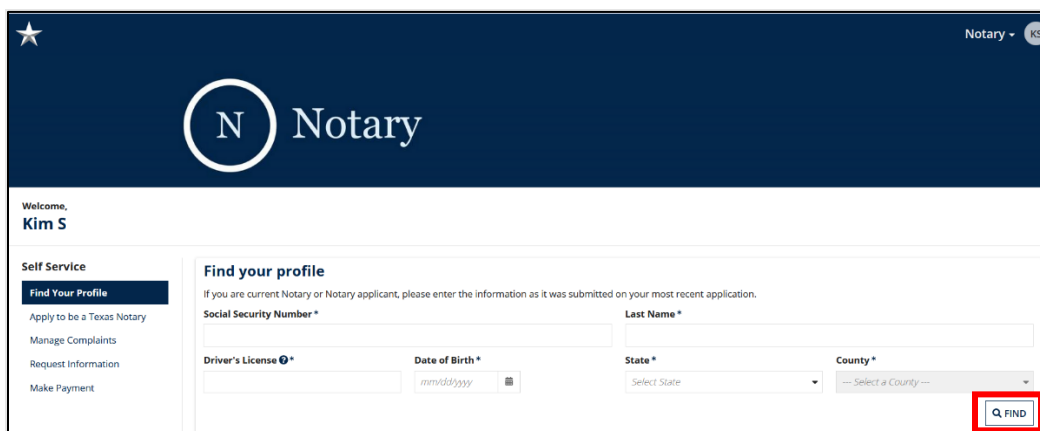
## On-Screen Guidance

- 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  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.

## 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 Traditional 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](mailto:notary@sos.texas.gov) with "SOS Notary Portal – No Record Found" in the subject of your email.



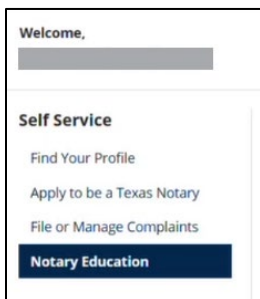
# Complete the Traditional Notary Education Course

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.

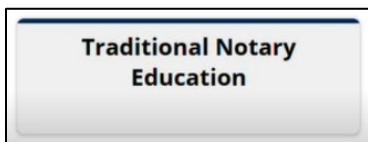
If you have previously been a notary public, please [Find Your Notary Profile](#) before completing the Notary Education Course.

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

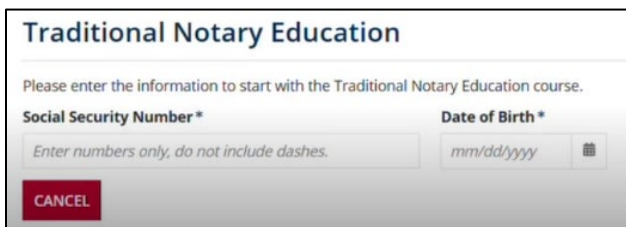
1. Click **Notary Education** in the Notary Self Service menu.



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.

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

Payment Type Credit Card

Click the  button to change the payment method.

[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 a Traditional 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.

The screenshot shows the Notary Self Service portal. At the top, there is a dark blue header with a star icon and the text 'Notary JD'. Below the header, the main content area is white. On the left, there is a 'Self Service' menu with options: 'Find Your Profile', 'Apply to be a Texas Notary' (highlighted with a red box), 'File or Manage Complaints', 'Request Information', and 'Make Payment'. The main content area contains a form with fields for 'Social Security No. \*', 'First Name \*', and 'Last Name \*'. Below these fields is a dropdown menu labeled 'Are you applying as an escrow agent?' with the option '--- Select a Value ---'. A 'START' button is located in the bottom right corner of the form area, also highlighted with a red box.

2. Enter all required fields as indicated by an asterisk (\*), and then 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 lefthand side.
  - **First Name** - You must provide your legal name. This is the name to be used when performing notarizations.
3. On the **Application Agreements** screen, read each statement carefully and enter your initials next to each statement to indicate your understanding, and then click **Next**.



Notary BS

### Application Agreements

Please read and initial each statement to indicate your understanding.

☐ I understand that I must be insured by a bonding company prior to submitting a notary application and that I will be asked to upload signed proof of that bond. [Download Proof of Bond Template \(Form 2301B\).](#)

☐ I understand that there is a fee required to process this application.

☐ I understand that I must adhere to Texas notarial law and that failure to do so may result in the Secretary of State's notary complaint process. Please visit our [no-cost educational materials](#).

☐ I understand my application is subject to public information requests, but any private information will be redacted in accordance with the law.

☐ I understand pursuant to Chapter 552 of the Texas Government Code, a notary public's contact information (mailing address and email address) is public information and will be available on the Secretary of State's Notary Public Search webpage and will be provided in response to a public information request. **When providing address information, use a business or post office box address rather than a residence address if privacy concerns are an issue.**

CANCEL
NEXT

#### NOTE:

- Your initials must match the initials of the legal name provided on the previous screen.
- You must have your signed Proof of Bond Form to complete this process. If needed, a link to download the blank form is provided on this screen if you still need to complete this process with a surety company.
- Make sure to review our free educational materials using the link provided on the screen before beginning the application process.

**Mailing and email address information is public information. Please use a business or post office box address rather than a residence address if privacy concerns are an issue.**

## Notary Information

*This section requests applicant information that is required by law.*

Notary BS

Notary > Notary Application

### Application for Appointment as a Texas Notary Public

Notary Information
Statements
Bond
Review
Sign
Pay

#### Notary Information

You are applying to be a traditional Texas Notary Public. The information requested is required by statute.

Legal Name

First Name \*
Middle Name
Last Name \*
Suffix

--- Select a Value ---

Identification

Driver's License \*
Issuing State \*
Social Security No. \*
Date Of Birth \*

Select State
mm/dd/yyyy

Contact Information

When providing address information, use a business or post office box address rather than a residence address if privacy concerns are an issue.

Public Email Address
Confirm Email

Post Office Address

Public Mailing Address \*
Suite or Apt

City \*
State \*
Zip \*
County \*



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.
- **Escrow Information:** Displays only if you selected **Yes** for "Are you applying as an escrow agent?" in the Initiate a Notary Application step.

Escrow Information		
Escrow License *	Escrow License State *	Escrow Expiration *
<input type="text"/>	<input type="text" value="Select State"/>	<input type="text" value="mm/dd/yyyy"/>

- **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.*

<b>Notary Information</b> Statements Bond Review Sign Pay	<b>Statements</b>
	Statement Relating to Eligibility
	<i>A conviction for a crime involving moral turpitude (misdemeanor or felony) OR a felony, at any time, disqualifies you from appointment as a notary public under Texas law. All applicants are subject to a background check.</i>
	<b>Select one of the following options: *</b>
	<input type="radio"/> A: I, Kim Steg, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.
	<input type="radio"/> B: I, Kim Steg, have been found guilty of a crime other than a Class C misdemeanor.
<div>CANCEL BACK NEXT</div>	

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.


**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.

## Bond

*This section of the application includes information about the surety bond required with your application. You need a completed form from a Texas licensed surety bond company to perform this step. If needed, use the “Download Proof of Bond Template” link at the top of the page to get a copy of the blank form.*



Notary > Notary Application

Application for Appointment as a Texas Notary Public

Notary Information

Statements

**Bond**

Review

Sign


Pay

**Bond**

A notary public must secure a \$10,000 surety bond licensed in Texas to issue fidelity and surety bonds. Please upload a completed, legible Form 2301B that is signed by an authorized person for the surety agency. [Download Proof of Bond Template \(Form 2301B\)](#).

*You must provide a completed 2301-B Proof of Bond form as part of the application process; the information on your bond form must match the information typed in below. You must have your name on the Applicant Name section of your 2301-B form.*

**Upload Proof of Bond (2301B): \***


Drop or paste file here

**Surety Company \***

**Bond Number \***

**Agency Name \***

**Agency Code**

**Agency Street Address \***

**Suite or Apt**

**City \***

**State \***

**Zip \***

**Bond Date \***

mm/dd/yyyy

**Form 2301B**

Form 2301-B Rev. 10/2024

Submit To: The SOS Portal Notary System

TEXAS NOTARY PUBLIC SURETY BOND

**Surety Bond Requirement**

A notary public must secure a \$10,000 bond with a solvent surety company authorized to do business in Texas as a surety. The bond must be approved by the Office of the Secretary of State (Office), payable to the governor, and conditioned on the faithful performance of office duties. The Office does not provide recommendations, pricing, or rates for surety bond companies or agencies.

**Surety Bond Instructions**

All fields in the box below must be completed by a company licensed in Texas to issue fidelity and surety bonds. The applicant's name below must be an exact match to the name submitted on the online application submitted through the SOS Portal Notary System.

1. Applicant must provide this form to an insurance agency or surety bond company to complete all fields.
2. An authorized individual from the agency/company must sign the surety bond.
3. Applicant must upload this completed form as prompted at the “Bond” step when submitting a notary application online through the SOS Portal Notary System.

Applicant Name: Smith John Notary ID: (If known by applicant)

Applicant's Address: Street Address St/Apt No. City TX State Zip Code

**Notary Public Surety Bond**  
(This space is reserved for agency/bonding companies)


KNOW ALL PERSONS BY THESE PRESENTS: BOND NUMBER: B159753

That we, the above-named applicant, as principal, and Surety Company as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly he made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of a notary public.

Agency Name: Agency Name Address: 1 Agency Address, City, TX 78701

Date: 01 / 01 / 2025 Authorized Signature  
Signature of Authorized person for Surety

1. Upload the **Proof of Bond (2301B)** form.

- 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.





**NOTE:** You must submit a completed 2301-B form that includes:

- Your name as you are applying in the **Applicant Name** section
  - A bond number as assigned by the bonding company/agency
  - A surety bond company name
  - A agency name and complete mailing address
  - A signature and date (of when the signature was applied) of the authorized signer for the surety agency/company
2. Enter the remaining required fields ensuring all items match the information provided on your 2301-B Proof of Bond form.
  3. Click **Next** to continue.

**NOTE:** The application will not progress if the Proof of Bond isn't included/uploaded.

## Review

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

Review	
Please review this content for accuracy. If changes are required, use the "EDIT" button to make changes to the corresponding webform page.	
<b>Application</b>	
<b>Application</b>	Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State
<b>Form Number</b>	2301-E
<b>New or Renewal</b>	..
<b>Notary Information</b>	
<b>Name</b>	Kim Steg
<b>Social Security No.</b>	*****
<b>Driver's License or Identification No.</b>	*****
<b>Mailing Address</b>	111 Main St. Austin, TX 78722
<b>Email</b>	kimsteglich@gmail.com
<b>Escrow License</b>	12345 - DE
<b>Escrow Expiration</b>	Nov 8, 2024
<b>Statements</b>	
<b>Statement of Eligibility</b>	A: I, the above-named applicant, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.
<b>Bond</b>	
<b>Bond Number</b>	123456
<b>Bond Date</b>	10/15/2024

1. Review the application information and if all information is correct, Click **Next**. If changes are needed to any section, click the **Edit** button to the right of that information.
2. Confirm your name is spelled correctly by clicking **Accept**.

Your commissioned name will appear as above, select Accept to move forward or Back to go back to the Review page.

**BACK** **ACCEPT**



# Sign

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

The screenshot shows the 'Sign' section of a Notary Public application form. The form is titled 'Sign' and includes a sidebar with navigation links: Notary Information, Statements, Bond, Review, Sign (highlighted), and Pay. The main content area contains the following sections:

- Statement of Officer**: A section where the notary public swears or affirms that they 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 they were elected or as a reward to secure their appointment or confirmation, whichever the case may be, so help me God.
- Execution**: A section where the notary public declares under penalty of perjury that the facts in the foregoing Statement of Officer are true. They further certify that the information provided in this application is true and correct and that they are not disqualified by law or any other reason from holding the office of notary public. They agree to be bound by the terms and conditions of the incorporated surety bond.
- DPS Computerized Criminal History (CCH) Verification**: A section where the notary public acknowledges 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.

Below these sections, there is a paragraph stating: '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.'

Another paragraph states: '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.'

A third paragraph states: 'Once this process is completed the information on my fingerprint criminal history record may be discussed with me.'

A final paragraph states: '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.'

The 'Date' field is set to 'Oct 2, 2025'.

The 'Signature\*' field is highlighted with a red box. It contains a 'Print Signature\*' label and a text input field. Below the input field, there is a 'Signature\*' label and a 'DRAW SIGNATURE' button. A red box highlights the 'DRAW SIGNATURE' button and the text below it: 'Use the space below to digitally sign your application using the same name entered above. Your signature must match the name on your application.'

At the bottom of the form, there are three buttons: 'CANCEL', 'BACK', and 'NEXT' (highlighted with a red box).

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.

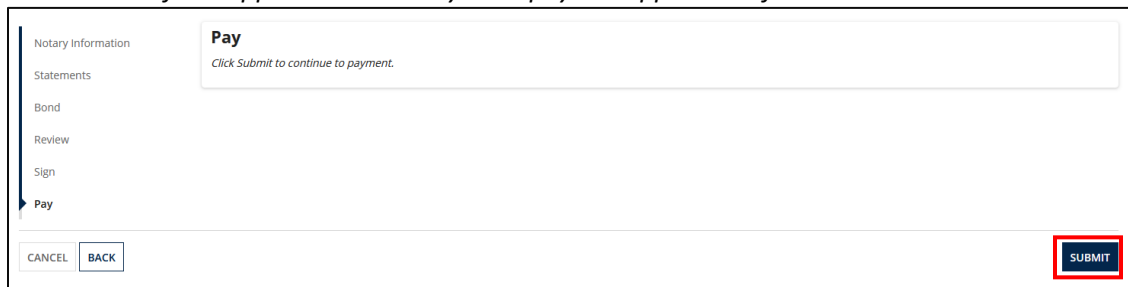
Our office does not provide a service code for the search request.

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 continue.

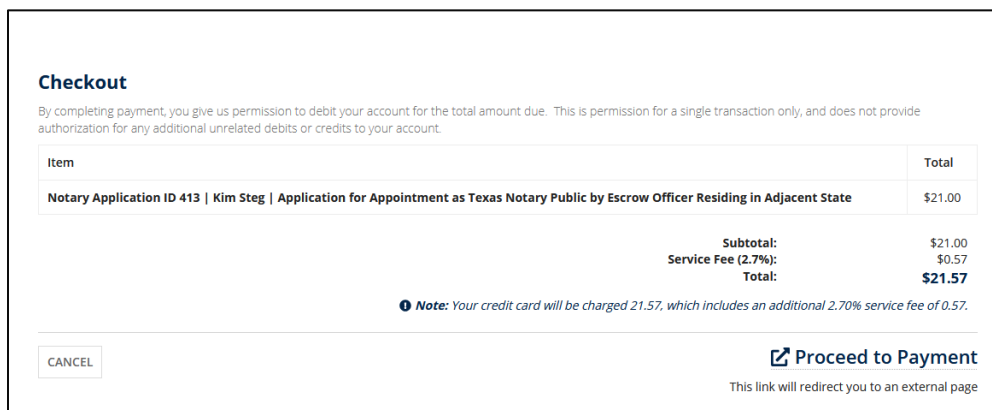


## Pay

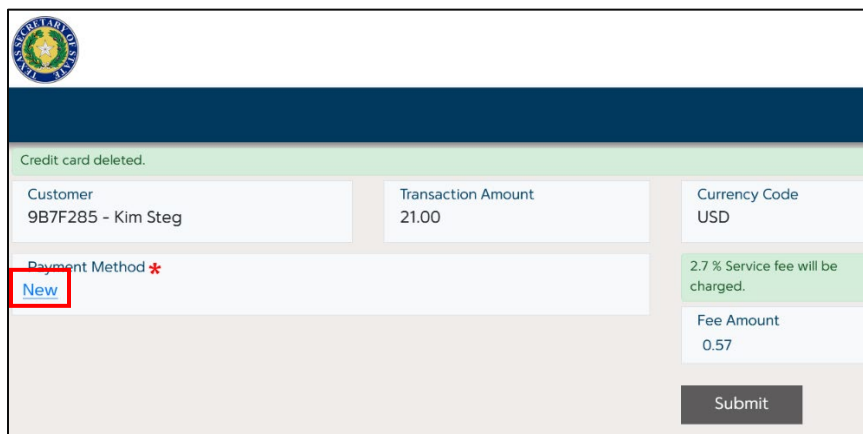
This section of the application allows you to pay the application fee.



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



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



3. 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

4. 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.

★ Notary KS

## Application Payment

Payment Confirmation Receipt [View Application](#) | [Download a copy of your request.](#)

Your payment of \$21.57 (\$21.00 + \$0.57 Service Fee) is being processed.  
Service Fee will be processed as a separate transaction

The **Application Payment** screen appears confirming your receipt for payment.

## Confirmation of Application Submission & Checking the Status

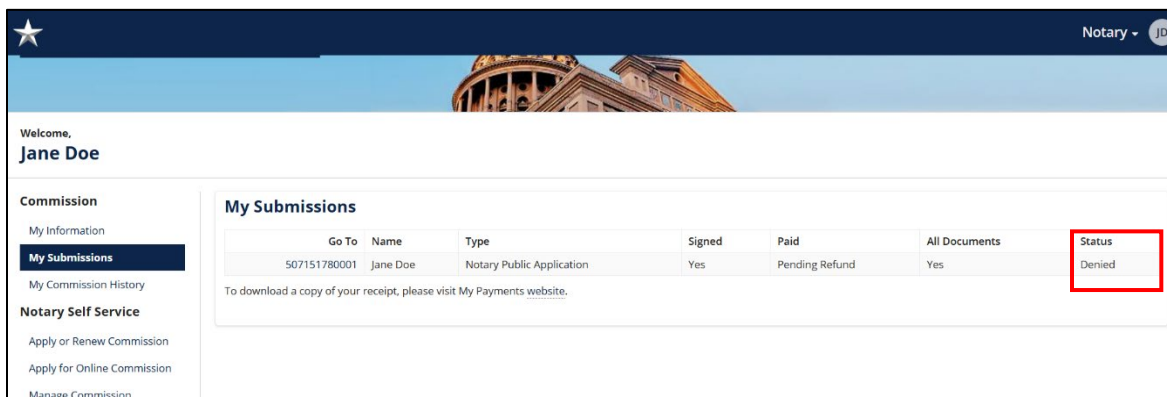
Once you have submitted your application and payment, you will receive a confirmation email at the email address you provided on your application.



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.



The screenshot shows the SOS Portal dashboard for Jane Doe. The 'My Submissions' table has the following data:

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

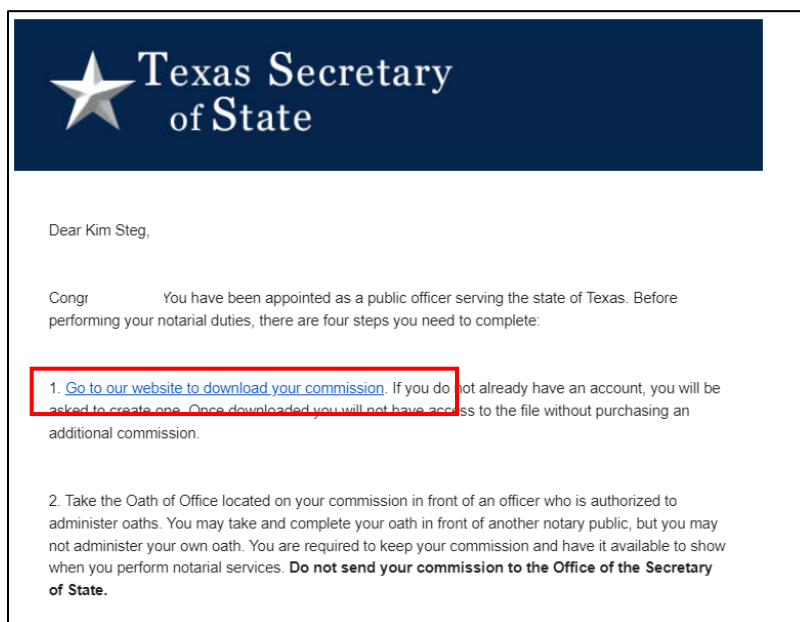
The 'Status' column is highlighted with a red box, showing 'Denied'.

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.



The email is from the Texas Secretary of State. It contains the following text:

Dear Kim Steg,

Congr      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.**

Notary - MH

Welcome, **Matthew Holbrook** View As Notary

**Commission**

- My Information
- My Submissions
- My Commission History
- Notary Self Service
  - Apply or Renew Commission
  - Apply for Online Commission
  - Manage Commission

**My Information**


Username	Mholbrook@sos.texas.gov	Address Type	Home
Notary ID	1	Mailing Address	123 Test St #1 Plano TX 78989
Name	Matthew Holbrook	County	Collin
Commission Status	Active	Escrow License	N/A
Eligibility Status	Active	Escrow Expiration	
Effective Date	5/31/2024	Online Notary?	No
Expire Date	5/31/2028	Online Effective Date	N/A
Email	Mholbrook@sos.texas.gov	Online Certificate	N/A
Surety Company	American Casualty Company Of Reading PA	End Date	
Agency	Bond - American Association of Notaries		


**DOWNLOAD COMMISSION**

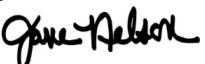
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3. Open the downloaded file on your computer to view your commission certificate.

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.**

