Introduction

*This guide is for individuals who have given permission for a surety bonding company to submit on their behalf an **Application for Appointment as a Texas Notary Public** to be commissioned as a traditional notary public in the State of Texas. This guide describes how the individual will receive notification from our office of their application approval/rejection and guides the applicant through the process of signing and downloading their commission using the new SOS Notary Portal.*

NOTE:

- *This guide is <u>not</u> for applicants who have submitted their application using the SOS Notary Portal.*

Contents

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.
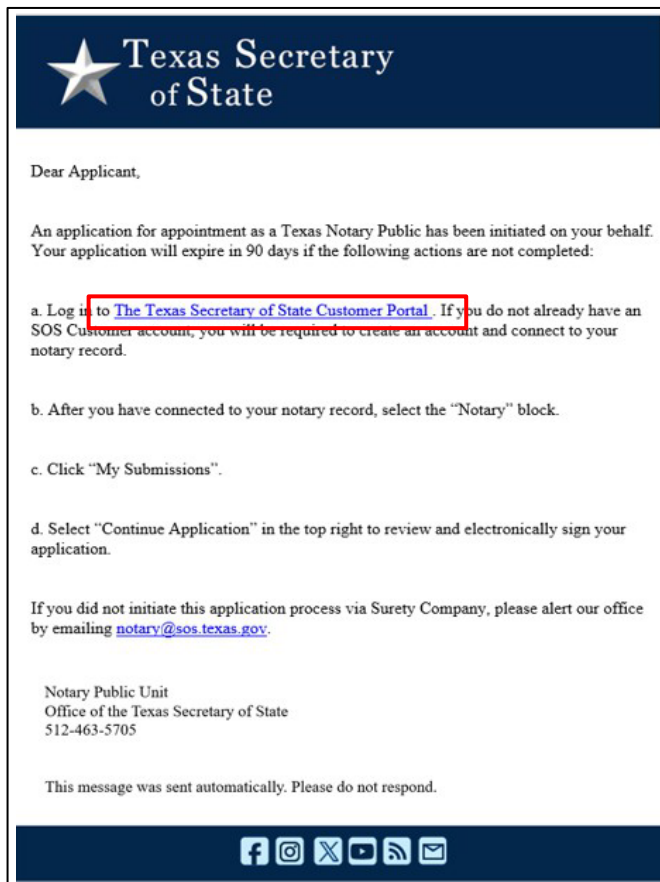
IMPORTANT TO REMEMBER: All applicants and renewing notaries must complete the education requirement course offered by the Secretary of State's Office prior to an application being initiated by a bonding company.
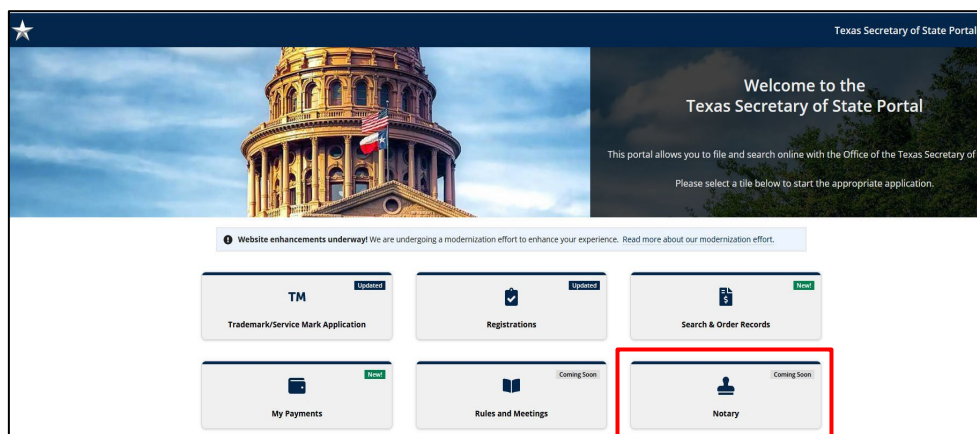
Confirmation of Application Submission

Once a surety bonding company has submitted a notary application on behalf of an individual, the following steps occur.
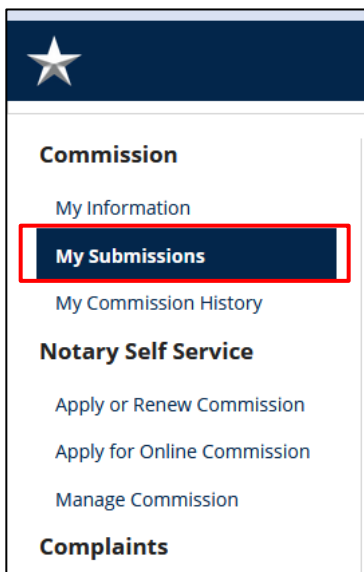
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Signing Your Application

1. Once an application has been submitted on your behalf, you will receive a confirmation email at the email address you provided in your application. Click **on the link** provided in the email to login to the SOS Portal account.

   - *See our "[SOS Portal Account Setup and User Access Guide](#)" for help creating your SOS Portal account and sign-in*

2. On the SOS Portal Dashboard, click the grey **Notary** tile.

3. Click **My Submissions** from the Notary menu options and select to **View the Application** which is Pending Submission.

4. Click **Continue Application** in the top right to review and sign your application.

5. **Review your application** information to ensure it is correct; you may update any information which is inaccurate by clicking on **Edit**.

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: 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 <u>does not</u> provide a service code for the search request.
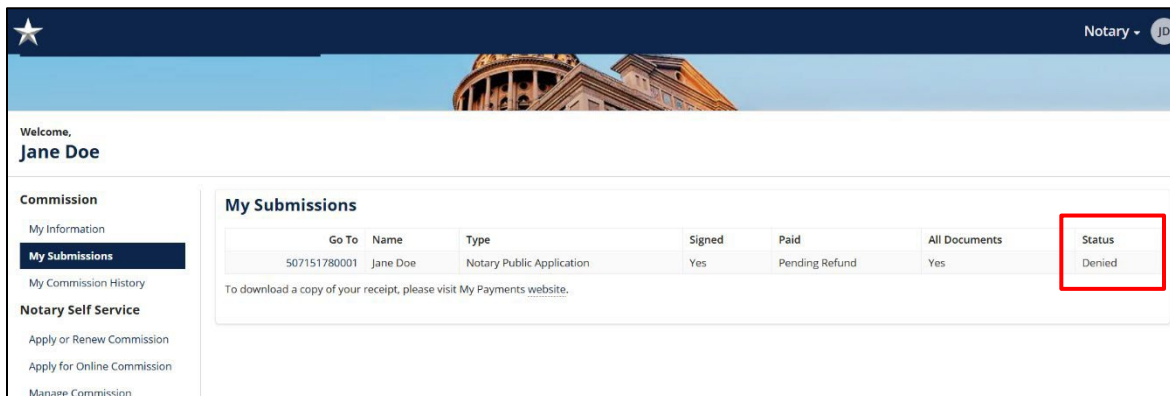
2. Click the **Draw Signature** button and use your computer mouse to draw your signature in the box provided. Click **Save**.

3. Click **Next** to complete the application process. The screen will display your confirmation of submission, and you will receive an email confirmation as well.

Checking the Application Status

To check the status of your submitted application follow the steps below.

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.

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

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

Download and Sign Your Approved Texas Notary Commission

After you are approved to be Texas Notary Public, 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 and download your commission.

2. On the **My Information** 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.

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