

How to Complete Your Notary Application

Complete
Notary Package
Including a
1-Year Membership in AAN
For Only

\$79.99*

*Package available without the bond for \$29.99 for shipping (Item P101)



To renew or apply for a Texas Notary Commission –

1. Complete the application.
2. Sign the "Statement of Officer" section.
3. Download and complete an order form.
4. Mail your completed application, order form, and payment to –
American Association of Notaries
P.O. Box 630601
Houston, TX 77263

Bonds and errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company (established 1900). American Association of Notaries is owned by Kal Tabbara, licensed insurance agent in Texas.

Your social security number is required in this field. It is used by the state to maintain the accuracy of notary records, but your social security and driver's license numbers will not be made public.

Your commission will be issued in the variation of your name that you choose. This can be your full legal name or a shortened version that you prefer to use. For instance, if your full legal name is Gloria Ann Smith, you may choose to register as a notary public under the name Gloria A. Smith. However, when signing as a notary public, you must use the exact name on your commission.

Some examples of commonly used suffixes are Sr., Jr., and III.

Leave this line blank – it will be completed by the American Association of Notaries as your insurance agency.

APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC

1) NAME TO BE USED AS A NOTARY PUBLIC _____ 2) SOCIAL SECURITY NUMBER 344 - 56 - 6998

Your name (exactly as you intend to use in signing documents as a notary)

(LAST) _____ (FIRST) _____ (MIDDLE) _____ (SUFFIX) _____

3) MAILING ADDRESS: [Please note that the notary public application is a public record that is subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence address if privacy concerns are an issue.]

Your Address

(ADDRESS) _____ (CITY) _____ (STATE) _____ (ZIP CODE) _____

4) RESIDENCE COUNTY: Your County 5) DATE OF BIRTH: _____/_____/_____

6) a. TEXAS 8 DIGIT DRIVER'S LICENSE # OR TEXAS ID #: Number from Your Driver's License

b. OR DRIVERS LICENSE # ISSUED FROM ANOTHER STATE: # _____ STATE: If applicable

7) YES NO IS THIS A RENEWAL? (The commission must currently be in effect to apply.)

a) If YES, give the current expiration date: ____/____/____ b) Name in which your present commission was issued: [Your name]

DO NOT SUBMIT IF YOU HAVE MORE THAN 90 DAYS REMAINING ON YOUR CURRENT TERM.

8) YES NO HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A CRIME INVOLVING MORAL TURPITUDE,

OR, IF THIS IS A RENEWAL, HAS THERE BEEN ANY CONVICTION SINCE YOUR LAST APPOINTMENT? If YES, submit a copy of the final conviction and a statement of the facts, if any, regarding restoration of citizenship rights. APPLICATIONS ARE SUBJECT TO BACKGROUND INVESTIGATIONS.

9) YES NO ARE YOU A LEGAL RESIDENT OF TEXAS?

OFFICIAL NOTARY PUBLIC BOND FOR THE STATE OF TEXAS

STATE OF TEXAS, COUNTY OF HARRIS

KNOW ALL PERSONS BY THESE PRESENTS: THAT WE, [Your name] AS PRINCIPAL

(Applicant's Name)

AND **WESTERN SURETY COMPANY**, A CORPORATION DULY LICENSED TO DO BUSINESS IN THE STATE OF TEXAS, AS SURETY, 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 (\$10,000) FOR THE PAYMENT OF WHICH, WELL AND TRULY TO BE MADE WE BIND OURSELVES, OUR HEIRS, EXECUTORS AND ADMINISTRATORS JOINTLY AND SEVERALLY BY THESE PRESENTS.

THE CONDITION OF THIS BOND IS SUCH THAT THE ABOVE NAMED PRINCIPAL HAS BEEN APPOINTED A NOTARY PUBLIC FOR THE STATE OF TEXAS SHALL FAITHFULLY PERFORM THE DUTIES OF SAID OFFICE OF NOTARY PUBLIC, THEN THIS SHALL BECOME NULL AND VOID, OTHERWISE IT SHALL REMAIN IN FULL FORCE AND EFFECT.

WITNESS OUR HANDS ON THIS _____ DAY OF _____, 20 _____

Agency Name: American Association of Notaries

Agency Address: 8811 Westheimer, Suite 207
Houston, TX 77063

SIGNATURE OF SURETY OFFICER OR ATTORNEY IN FACT

STATEMENT OF OFFICER

(Pursuant to Art. XVI, Section 1(b) Texas Constitution)

I, [Your name] do solemnly swear (or affirm) that I 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 I was elected or as a reward to secure my appointment or confirmation, whichever the case may be so help me God.

(Applicant's Name)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FORGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

I hereby apply for appointment as a Notary Public in the State of Texas and certify that the information herein provided is true and correct and that I am not disqualified by law or any other reason from holding the office of Notary Public. I also agree to be bound by the terms and conditions of the incorporated notary public bond.

X _____
Date

X Sign your name
SIGNATURE OF APPLICANT

APP 0508

Form 2301 (Revised 4-2008)

For bonding and supplies, return this completed application, order form, and payment to – American Association of Notaries, P.O. Box 630601, Houston, TX 77263.
Any questions about completing the notary application? Contact the American Association of Notaries at 1-800-721-2663.

All applications will be reviewed for accuracy before being hand-delivered to the Secretary of State.

If you have any questions, please call us toll-free at 1-800-721-BOND (2663)