

## **Instructions for Filing a Notary Public Complaint**

In order to file a complaint against a Texas notary public, Section 87.47 of Title 1 of the Texas Administrative Code requires the completion of a **Notary Public Complaint** form. The complaint form must be typewritten or legibly printed. In the event that additional space is needed, one may make copies of the second page of the complaint form. If additional pages are necessary, each page must be numbered and the last page of the complaint form should contain the complainant's signature. All blanks on the complaint form should be completed by either furnishing the requested information or, if the information is not applicable, entering the symbol "N/A." Finally, copies of all documentation relating to the allegations of the notary public's misconduct must be included with the complaint form. This office will not open a complaint file or conduct an investigation into the allegations until the complaint form is properly completed and returned to this office.

If you have any questions concerning the filing of the complaint, please contact Dora A. Valles at (512) 463-5558.