



TEXAS STATE NOTARY BUREAU

Texas Notary Service Center™
4107 South 1st Street, Austin Texas 78745 -1124
Phone: 512-443-9202 Fax: 512-707-7115

Dear Applicant:

[Copy form for multiple applicants]

Enclosed find the materials you requested! Please follow these steps for appointment.

- A. Complete items and questions on APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC.
- B. Print your name as principal for the Notary Public Surety Bond. [We endorse this section]
- C. Print your name as applicant, date and sign the Statement of Officer and Execution section.
* Note: Your signature must match name stated in: Name to be used as notary public
- D. Mail us the Original completed application, your order, and payment.

Upon receipt, we will endorse the Bond and then file the Application with the State. It normally takes 7-10 days processing for Certificates. Supplies are shipped once Commissioned is verified!

If you have any questions on these instructions, please call. Thank you for using our service.

Sincerely,

Western Surety Company, Dallas Tx, Est. 1900

Bonds: Notary Insurance Svcs., Inc

F. Henry Garcia
Director

Original application required for filing
STAMP IS MADE FOR UNMARKED ORDER!

----- Detach and Return! -----

Texas State Notary Bureau
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ORDER FORM

Notary Appointment Package:	
Required Bond & State Filing Fee.....	\$ 71.00
Official Journal & Fee Chart.....	\$ 15.00
Handbook, Updates & Decal.....	Free
Embosser <input type="checkbox"/> or Pre-ink stamp <input type="checkbox"/>	\$ 24.00
Includes shipping! 5/7 Delivery!	Total: \$110.00

Yes! Process my bond and file my notary application. Enclosed is my payment of \$71.00 (\$50 bond fee and \$21 state fee) or \$_____ for package offer. Check enclosed - payable to Notary Insurance Services or Charge: MasterCard Visa American Express Discover

Card # _____ Expires: _____

Signature: _____

Notary's Name* _____ Company Name _____

Business Shipping Address(no po boxes) _____ # _____ Pick one: UPS _____ or USPS _____ USPS is not guaranteed!

City/State/Zip _____

Bus. Phone: _____ Home: _____ Filing Date: _____ *NOTE: Seal will be made with

Please send Tx. Notary Public Handbook, Law Updates and information on the Notary Bureau! **New laws in effect: 9-1-09** name indicated!

Refunds are subject to a \$21.00 fee!

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SECRETARY OF STATE
Statutory Documents Section
P O Box 13375
Austin, TX 78711-3375
512-463-5705



APPLICATION FOR APPOINTMENT AS TEXAS NOTARY PUBLIC

Identifying Information

Name to be used as notary public: Social Security No.:
Last First Middle Suffix
Mailing address: Residence County:
Street City State TX Zip
Date of Birth: / / Driver's License or Identification No.: Issuing State:
Is this an application for renewal? Yes No If YES, current commission expiration date: / /
An application for renewal may only be submitted within the 90 days before expiration of a current commission.

Statements Relating to Qualification

I, (the above-named applicant), am at least 18 years of age and a legal resident of Texas.

Select one of the following:

- A. I have been found guilty of a crime (other than a class C misdemeanor). Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.
B. I have never been found guilty of a crime (other than a class C misdemeanor).

Notary Public Surety Bond

KNOW ALL PERSONS BY THESE PRESENTS:
That we, (the above-named applicant), as principal, and WESTERN 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 be 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 notary public.
BOND NUMBER:
Agency Name: NOTARY INSURANCE SERVICES, INC. Address: 4107 South 1st Street, Austin, TX 78745-1124
Date: 512-443-9202
Signature of authorized person for surety

Statement of Officer

I, (the above-named applicant), 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 an 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.

Execution

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: Signature of Applicant (must sign in name given above to be used as notary public)