



# TEXAS STATE NOTARY BUREAU

Texas Notary Service Center™ Notary Ins. Svcs., Inc.\*  
4107 South 1st Street, Austin Texas 78745-1124  
Phone: 512 - 443-9202 Fax: 707-7115  
Internet: www.notary.us

Dear Applicant:

Enclosed find the forms you requested! Please follow these instructions to qualify.

- A. Fill out items 1 - 9 on the APPLICATION FORM .... Sign it at the ✕.  
Note: Signatures must match name stated in section: "Name to be Used....."
- B. Print name and sign at ✕ on STATEMENT OF OFFICER. --- {back of Application}
- C. Print name and sign at ✕ on the OFFICIAL NOTARY PUBLIC BOND.
- D. Mail us the application, your order and payment.

You're Finished!

Upon receipt, we will promptly endorse the Bond\* and file the application with the State. It routinely takes the state 9 to 12 days to issue a certificate. Supply orders are processed and shipped once appointment is verified!

If you have any questions on these procedures, please call us. Thank you for using our services.

Sincerely,

[Copy this form for multiple applications]

F. Henry Garcia  
Director

Western Surety Company, Dallas Tx, Est. 1900

\* STATE APPLICATION IS A ONE ( 1 ) PAGE FORM!

STAMP WILL BE MADE FOR UNMARKED ORDER

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

Texas State Notary Bureau  
4107 South 1st St., Austin Texas 78745  
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## ORDER FORM

### Notary Appointment Package:

Required Bond & State Filing Fee.....	\$ 71.00
Official Journal & Fee Chart.....	\$ 15.00
Handbook, Updates & Info.....	Free
Embosser or Pre-ink stamp .....	\$ 24.00
Shipping/handling included:	Total: \$116.00

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 Tx State Notary or Charge to: MasterCard Visa Am Express Discover

Card # \_\_\_\_\_ Expires: \_\_\_\_\_ Signature: \_\_\_\_\_

Notary's Name\* \_\_\_\_\_ Company Name \_\_\_\_\_

Business Shipping Address(no po boxes) \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Home: \_\_\_\_\_ Qualify Date: \_\_\_\_\_ \*NOTE: The seal will be made with

Please send Tx. Notary Public Handbook, the Law Updates and program information on the Texas State Notary Bureau! name indicated above!

Refunds subject to \$20.00 fee!

Tx-1-03 Copyright: NIS 2007



**STATEMENT OF OFFICER**  
(Pursuant to Art. XVI, Section 1(b), Texas Constitution)

I, \_\_\_\_\_, do solemnly swear or affirm that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to  
(Applicant's Name)  
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.

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

\_\_\_\_\_  
Date X \_\_\_\_\_  
Affiant's Signature

Take the **Official Bond** form below to any insurance agency or bonding company for completion, **unless it is preprinted with the name and address of an insurance agency/surety company. If it is so preprinted, return it to the agency specified on the bond for completion. DO NOT ALTER THE BOND IN ANY MANNER.** Only a bond written on a company licensed in Texas to issue fidelity and surety bonds will be accepted. A premium will be collected by the insurance/surety company from which you purchase the surety bond. The Texas Department of Insurance does not have a standard premium rate for this bond limit; thus, you must check with the insurance/surety company for the approved premium rate.

**OFFICIAL NOTARY PUBLIC BOND FOR THE STATE OF TEXAS**

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS THAT WE, \_\_\_\_\_ AS PRINCIPAL  
(Applicant's Name)

AND \_\_\_\_\_ 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\_\_\_\_\_.

\_\_\_\_\_  
INSURANCE OR BONDING COMPANY

BY \_\_\_\_\_  
SIGNATURE OF SURETY OFFICER OR ATTORNEY IN FACT

\_\_\_\_\_  
AGENCY NAME

\_\_\_\_\_  
AGENCY ADDRESS      CITY      STATE      ZIP CODE

X \_\_\_\_\_  
SIGNATURE OF PRINCIPAL (APPLICANT)

**INSTRUCTIONS**

Complete both sides of this form using black ink or a typewriter. THIS FORM MUST BE ONE PAGE, FRONT AND BACK (8 1/2 x 11).

**RENEWALS:** Same procedure and fee as required for obtaining original commission. A Notary Public may be reappointed upon submission of a new application not earlier than ninety (90) days prior to the expiration of the Notary Public's term. A Notary Public who is not reappointed on or before the expiration date of the term the Notary Public is serving will be appointed for a new term expiring four years from the date of qualification.

**COSTS TO BE A TEXAS NOTARY PUBLIC:** Secretary of State fees \$21.00; the applicable premium payable to the insurance/surety company from which you purchase a \$10,000 surety bond; and the costs of purchasing a personalized notary seal and record book (available from this office supply company).

Return the completed application, executed statement of officer and bond, to Notary Insurance Services, Inc. 4107 South 1st Street Austin, Texas 78745-1124 or P O Box 2959, Austin, Texas 78768.