

12. The **Application Payment** screen appears showing your receipt for payment.

Change Address (Mailing and/or Email)

If you wish to change your address for your commission, you can do so by following the steps below.

*		Notary +	
Notary		Select a Value Voluntary Surrender Traditional Commission	
Welcome,		Voluntary Surrender Online Commission Change Address Update Surety Bond Update Surety Bond	
Commission My Information My Submissions My Commission History	Get Started For more information ab Applicant What would you like	Update Digital Certificate Request a Replacement Traditional Commission Request a Replacement Online Commission Lost/Destroyed Notary Materials Change Address	•
Notary Self Service Apply or Renew Commission Apply for Online Commission Manage Commission		STAF	RT
Complaints Manage Complaints Pending Complaints			

- 1. Click Manage Commission from the Notary Self Service options.
- 2. At the prompt, What would you like to do? Select the Change Address option, and click Start.

Notary > Notary Application		- F A						
Notary	Public Change (DT AG	aaress					
Notary Information Review Sign	Notary Information You must be able to receive mail at this address. This address is subject to public information requests. Identification							
	New Mailing Address Type ©* Home Street*]					Suite or Apt	
	123 Main St							
	City*		State *		Zip*	County*		
	Austin		TX	•	78722	Travis		•
	Email 🕑				Confirm Email*			
	✓Current Notary Information Notary ID 936 Name	on	Mailing Address 123 Main St, #, Austir Email	n, TX 7872	12, Travis	Commission Ex 10/28/2028 Escrow License	pires	

3. On the Notary Information page, enter your Social Security No. as Identification. Enter your New Mailing Address and Contact information and click Next.

*					Notary 🕶 🔴
Notary > Notary Application	ıblic Ch	ange of Address			
Notary Information Review Sign	Review Application Application Form Number Notary Information Name New Mailing Address New Email	Notary Public Change of Address 2302 1 Home - 123 Main St, Austin, TX 78722, Travis	Social Security No. Current Mailing Address Current Email	Home - 123 Main St, #, Austin, TX 78722, Travis	
CANCEL BACK					NEXT

4. Carefully review your entries to assure accuracy of updated Notary Information such as New Mailing Address and New Email, and click Next.



*			Notary 🕶 🔵
Notary > Notary Application	Public Change of Address		
Notary Information Review Sign	Sign Execution I declare under penalty of perjury that the facts in the foregoing Change of Address are true and correct. Date Oct 29, 2024	Signature *	
CANCEL BACK			SUBMIT

5. Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Submit**.

Update Surety Bond

If you wish to update the surety bond for your commission, you can do so by following the steps below.

*		Notary 🗸 🖉	
Notary		Select a Value Voluntary Surrender Traditional Commission Voluntary Surrender Online Commission	
Welcome,		Change Name Change Address Update Surety Bond	
Commission My Information My Submissions My Commission History Notary Self Service Apply or Renew Commission Apply or Online Commission	Get Started For more information ab Applicant What would you like to do?	Update Upgraf Certificate Request a Replacement Traditional Commission Request a Replacement Online Commission Lost/Destroyed Notary Materials Update Surety Bond	
Manage Commission Complaints Pending Complaints			

- 1. Click Manage Commission from the Notary Self Service options.
- At the prompt, What would you like to do? Select the Update Surety Bond option and click Start.

