## **Change Name**

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

**NOTE:** If you are commissioned as both a traditional AND on online notary, this name change request will change the name on both commissions. For online notaries, you will also be directed to update your digital seal/digital certificate.

★		Notary + (	
N Notary		Select a Value Voluntary Surrender Traditional Commission	
Welcome,	Ľ	Change Name Change Address Update Surety Bond	
Commission My Information My Submissions My Commission History Notary Self Service Apply or Renew Commission Apply for Online Commission Manage Commission Complaints	Get Started For more information ab Applicant What would you like to do?	Update Digital Certificate Request a Replacement Traditional Commission Dequest a Replacement Online Commission Lost/Destroyed Notary Materials Change Name	]
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 Name option and click Start.

Notary Information	Notary Informatio	n				
Statements	You are changing the name un approval of this form.	der which you are auth	orized to perform notariza	tions; this must be yo	ur legal name. You wi	Il be issued a new commission upon
Rider or Endorsement	Legal Name					
ta dana	First Name 🕢 *	Middle Nan	e	Last Name *		Suffix
eview						Select a Value
	Post Office Address					
ау	Туре 🕢*					
	Home O Publ	ic O				
	Street *					Suite or Apt
	123 Main St					
	City*		State *	Zip *	County*	
	Austin		TX •	78722	Travis	
	~Current Notary I	nformation				
	Notary ID		Mailing Address		Commissio	n Expires
			123 Main St. #. Austin, T	78722	10/28/2028	•
	936					

Fill out your Notary Information with the Legal Name for the name change. Enter your Post
Office Address information, and click Next. The Current Notary Information section located
near the bottom of the webpage displays your existing notary record information.
Click Next to continue.





*		Notary 🗸 🛑
Notary > Notary Application	or Change of Name as a Texas Notary Public	
Notary Information Statements Rider or Endorsement Review Sign Pay	Statements Statement Regarding Commission Statement Regarding Commission has been destroyed and will perform all future acts under the name specified above. Building in longer have my original notary public commission and will perform all future acts under the name specified above.	
CANCEL BACK		NEXT

4. Read the following **Statements** and select the option that is true and correct regarding your notary public commission status and click **Next**.

$\star$	Notary + 🕘
Notary > Notary Application	r Change of Name as a Texas Notary Public
Notary Information Statements Rider or Endorsement Re Sign Pay	Rider or Endorsement Please submit a copy of your rider or endorsement from the bonding company that executed your original bond: this document must state your current commission name and indicate the name you are changing to. Upload Rider Form: *  De Drop Fies here
CANCEL BACK	TEAT

5. Upload a digital copy of the Rider or Endorsement from the bonding company that guarantees your notary public commission by either clicking the Upload button or drag/drop the file into the space provided. Be sure to upload the document(s) that identify both your current legal name and the legal name change for your notary public commission, and click Next.



٢				Να	tary 🗸 (
ntary > Notary Application	r Change of I	Name as a Texas Notary Pu	blic		
Notary Information	Review Application				
ider or Endorsement	Application Form Number	Application for Change of Name as a Texas Notary Public 2305			
teview	Notary Informatio	n			
ilgn Pay	New Name New Mailing Address	Home - 123 Main St, Austin, TX 78722, Travis	Current Name Current Mailing Address	Home - 123 Main St, #, Austin, TX 78722, Travis	
	Statements Statement Regarding Commission				
	Rider or Endorsem	ent			
	Rider Form Documents	General PDF - 11.45 MB			
ANCEL BACK					NE

6. Carefully review your entries to assure the accuracy of the **Notary Information**, **Rider or Endorsement**, and uploaded documents. Click **Next** to continue.

Notary > Notary Application Application for Change of Name as a Texas Notary Public  Notary Information Statements Statements Certify that the information provided in this application for Texas notary public name change is true and correct and that I am not disqualified by law or any other reason	*		Not	tary 🕶 🛑
Notary Information         Sign           Statements         Execution           I cortify that the information provided in this application for Texas notary public name change is true and correct and that I am not disqualified by law or any other reason	Notary > Notary Application Application for	Change of Name as a Texas N	otary Public	
Rider or Endorsement     bate     Signature*       Oct 29, 2024     Oct 29, 2024	Notary Information Statements Rider or Endorsement Review Sign Pay CANCEL BACK	Sign Execution I.certify that the information provided in this application for Texas from holding the office of a notary public. Date Oct 29, 2024	: notary public name change is true and correct and that I am not disqualified by law or any oth Signature*	er reason

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

t		Notary •
Notary > Notary Application	r Change of Name as a Texas Notary Public	
Notary Information	Pay Click Submit to continue to payment.	
Statements Rider or Endorsement		
Sign		
ANCEL BACK		SUBM

8. On the Pay screen, click **Submit** to submit a payment for the fee.

completing payment, you give us permission to debit you thorization for any additional unrelated debits or credits to	r account for the total amount due. This is permission for a single transaction only, and does not p o your account.	rovide
tem		Total
Notary Application ID 413   Kim Steg   Application fo	r Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
	Subtotal: Service Fee (2.7%)	\$21.0 \$0.5
	Total:	\$21.5
	<b>•</b> Note: Your credit card will be charged 21.57, which includes an additional 2.70% served	vice fee of 0.5

9. Click Proceed to Payment to enter your payment details.

Credit card deleted.		
Customer 9B7F285 - Kim Steg	Transaction Amount 21.00	Currency Code USD
Payment Method <del>*</del>		2.7 % Service fee will be charged.
		Fee Amount 0.57
		Submit

10. Click **New** to enter a new credit card payment method.

Card Interface		
Credit Card 🛠	Card Type 🛠 VISA	Exp MM/YYYY 🔆 02 🗸 / 2028 🗸
First Name 🗙	Last Name 🛧	Address 🛠
City 🗙	Country 🖈 United States of America 💟	State 🛠 Texas
Zip/Postal Code 🗙	Phone Number	Email
Save For Me Back Save		

11. On the Card Interface screen, enter the required credit card details and click Save. NOTE: If you would like to save this credit card to a "Wallet" that stores the information for you so that you do not need to rekey it for future use, click the Save for Me checkbox.





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		Selecta Value Voluntary Surrender Traditional Commission
Welcome,	( 	Voluntary Surrender Online Commission Change Address Update Surety Bond 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	10 00?	START
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.