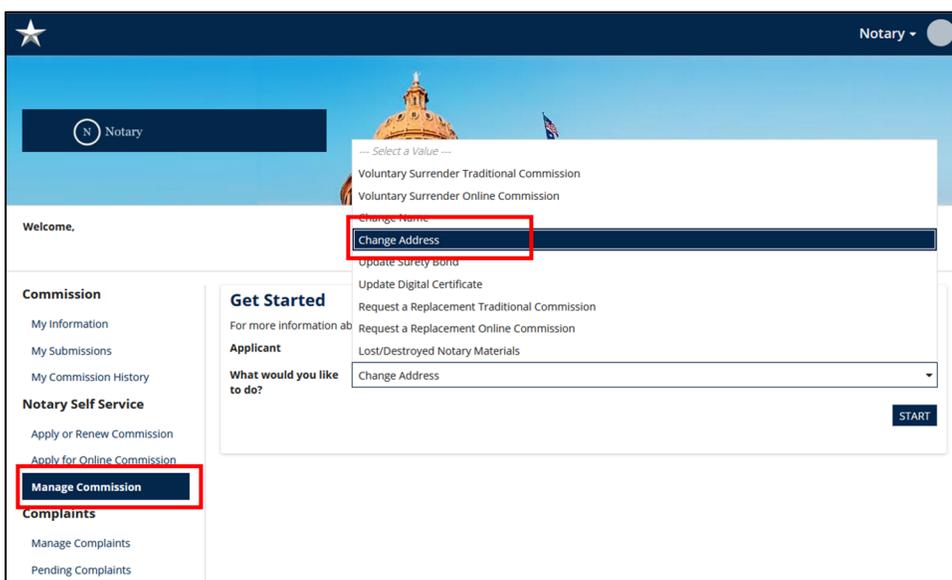


12. The **Application Payment** screen appears showing your receipt for payment.

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.



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

Notary Public Change of Address

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
 Social Security No. *

New Mailing Address
 Type *
 Home Public

Street *
 123 Main St Suite or Apt

City *
 Austin

State *
 TX

Zip *
 78722

County *
 Travis

Contact Information
 Email *
 Confirm Email *

▼ **Current Notary Information**

Notary ID 936	Mailing Address 123 Main St, #, Austin, TX 78722, Travis	Commission Expires 10/28/2028
Name	Email	Escrow License

CANCEL **NEXT**

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 Application

Notary Public Change of Address

Notary Information

Review

Sign

Review

Application
 Notary Public Change of Address

Form Number
 2302

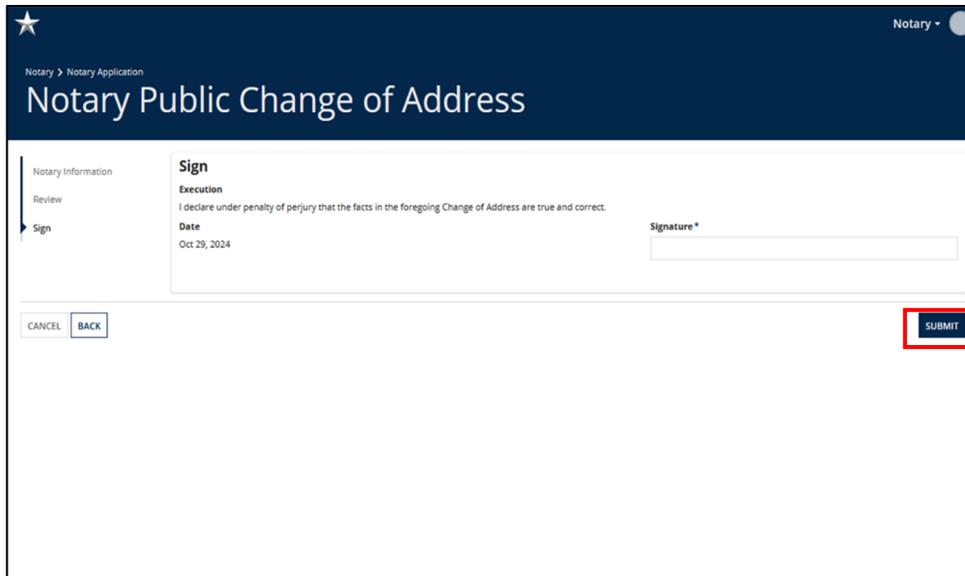
Notary Information

Name	Social Security No.
New Mailing Address Home - 123 Main St, Austin, TX 78722, Travis	Current Mailing Address Home - 123 Main St, #, Austin, TX 78722, Travis
New Email	Current Email

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**.

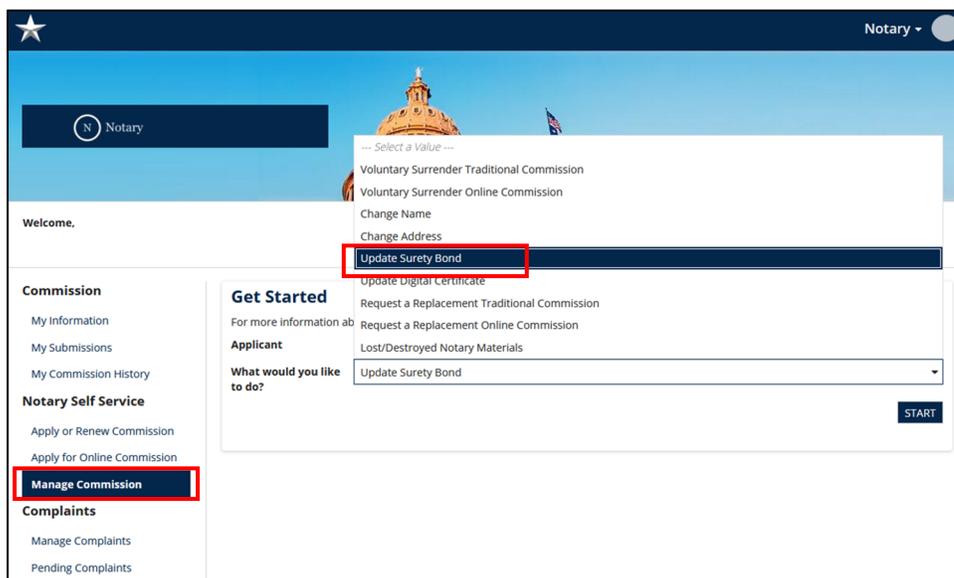




5. Confirm your understanding of the **Execution** statement by typing your full legal name into the Signature box provided and click **Submit**.

Update Surety Bond

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



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

