



Introduction

*This guide describes how an individual who is already a commissioned traditional notary submits or renews an **Application for Appointment as a Texas Notary Public** to be commissioned as an online notary public in the State of Texas using the new SOS Notary Portal.*

NOTE:

- *An SOS Portal account is required to complete the steps in this guide. See our [“SOS Portal Account Setup and User Access Guide”](#) to create your account and sign-in to the system before beginning these steps.*

Contents

On-Screen Guidance 2

Find Your Notary Profile..... 2

Submit or Renew an Online Notary Application 3

 Notary Information 3

 Statements of Eligibility 4

 Digital Certificate 5

 Digital Seal..... 6

 Review 6





 Sign..... 7

 Pay..... 7

 Confirmation of Application Submission & Checking the Status 9

Download and Sign Your Approved Texas Notary Commission 10

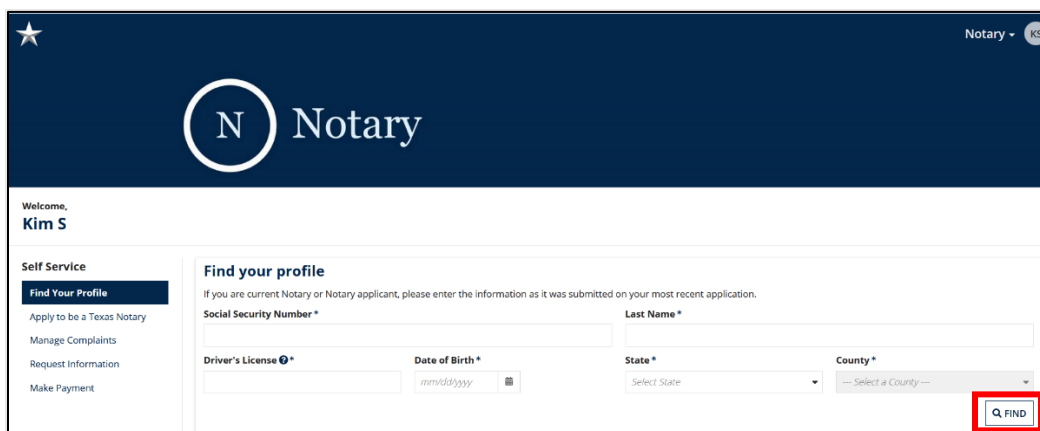
On-Screen Guidance

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the  symbol and hover your cursor over it to display more details related to the specific field.
- To advance from one screen to the next, click the  button at the bottom of the screen.
- To go back to the previous screen, click the  button at the bottom of the screen.
- To cancel out of a process, click the  button at the bottom of the screen.

Find Your Notary Profile

You must already be a traditional Texas Notary Public with an active commission to apply to become an online notary. If you have not yet linked your account history with our agency to your SOS Portal, follow the steps below once you have created an SOS Portal account before you begin the online commission application process.

1. Click **Find Your Profile** in the Notary Self Service menu.



The screenshot shows the 'Notary' portal interface. At the top, there is a dark blue header with a white star icon and the text 'Notary - KS'. Below the header is a large white circle containing a blue 'N' and the word 'Notary'. The main content area is white and contains a 'Self Service' menu on the left with options like 'Find Your Profile', 'Apply to be a Texas Notary', 'Manage Complaints', 'Request Information', and 'Make Payment'. The 'Find your profile' section is active, showing a form with the following fields: 'Social Security Number *', 'Last Name *', 'Driver's License *', 'Date of Birth *', 'State *', and 'County *'. A 'FIND' button with a magnifying glass icon is located at the bottom right of the form and is highlighted with a red box.

2. Enter the required fields and click **Find**.

- If a record matching the information you entered is found in our database, your profile information will be displayed in the My Information section of the screen, and additional **Notary Self Service** options will be available on the left side menu.
- If no record is found matching the information you entered and you believe that this is in error, please contact our office at notary@sos.texas.gov with "SOS Notary Portal – No Record Found" in the subject of your email.

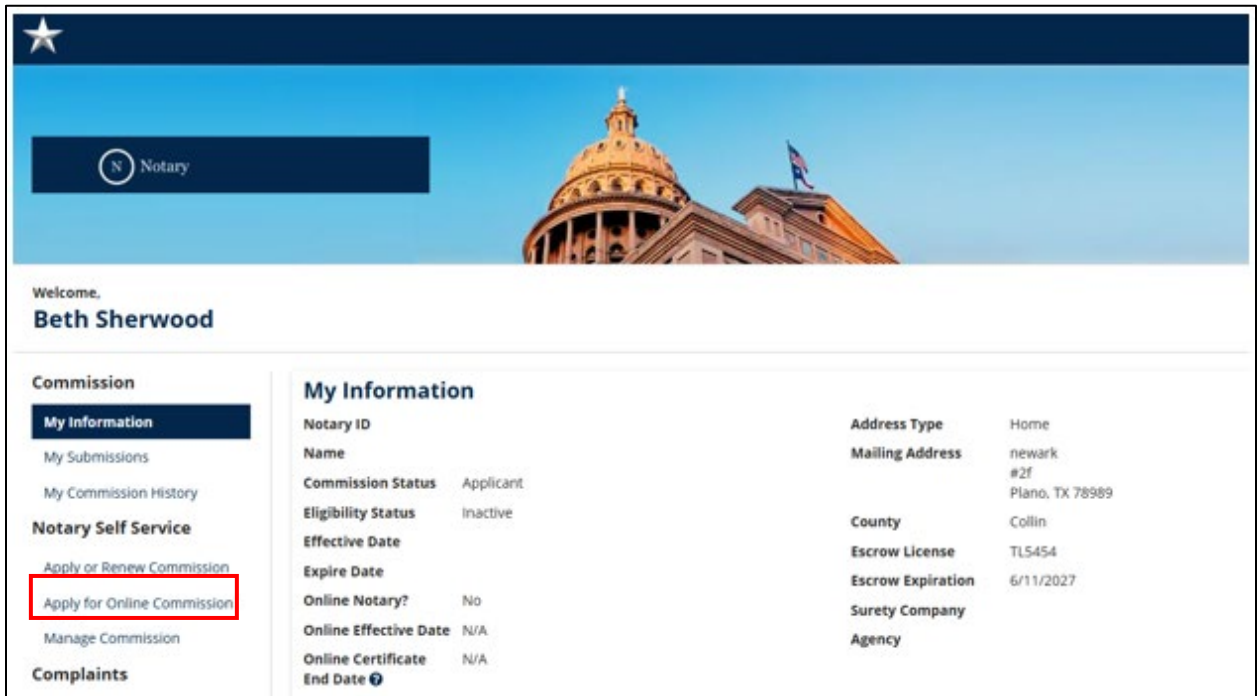


Submit or Renew an Online Notary Application

To submit a new online Texas notary application, or to renew an existing online Texas notary commission, follow the steps below.

NOTE:

- See our [“SOS Portal Account Setup and User Access Guide”](#) to create your SOS Portal account and sign-in before beginning the steps below.
- If you are an active traditional Texas Notary Public make sure you follow the **“Find Your Profile”** section of this guide first before proceeding with the steps below.



1. Click the **Apply for Online Commission** menu option, and click the **Start** button.

Notary Information

This section of the application requires you to complete your Notary information.



1. Complete the **Notary Information** required fields on the screen and click **Next**.

Statements of Eligibility

This section of the application includes statements relating to your criminal history. Texas law states that you cannot have a conviction of a felony or a crime involving moral turpitude and be appointed as a Texas Notary Public. You can select the underlined link “crime involving moral turpitude” in the system for more details on this topic.

1. **Select A** if you have never been convicted of a crime, or if you have only been convicted of a Class C misdemeanor, or



Select B if you have been convicted of a crime that is not a Class C misdemeanor. (For example a Felony, a Class A Misdemeanor, a Class B Misdemeanor, etc)

NOTE: If you select **B**, “**have been found guilty of a crime other than a Class C misdemeanor**” the system will require you to:

- a. **Upload a copy of the Final Court Order and Sentencing Paperwork, and**
- b. **Upload a Statement about the details of the Conviction.**


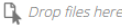



Upload Court Order: *

2. A statement of the nature, circumstances, date, and location relating to the conviction(s) of the crime(s) and whether the case is on appeal.

Upload Statement: *

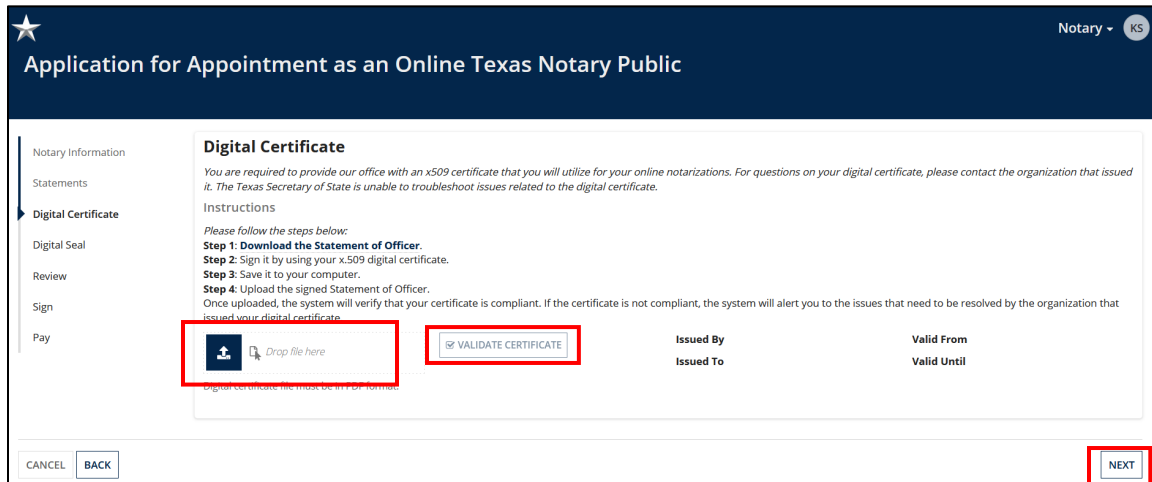
 

- Click the upload button  to browse for the file and select it, or
- Browse for the file in your computer, then drag and drop it into the space provided.

2. Click **Next** to continue.

Digital Certificate

This section of the application requires you to download and review the Statement of Officer, sign it using your digital certificate, and upload it to our SOS Portal.






Digital Certificate

You are required to provide our office with an x509 certificate that you will utilize for your online notarizations. For questions on your digital certificate, please contact the organization that issued it. The Texas Secretary of State is unable to troubleshoot issues related to the digital certificate.

Instructions




Please follow the steps below:

Step 1: Download the Statement of Officer.
Step 2: Sign it by using your x.509 digital certificate.
Step 3: Save it to your computer.
Step 4: Upload the signed Statement of Officer.
 Once uploaded, the system will verify that your certificate is compliant. If the certificate is not compliant, the system will alert you to the issues that need to be resolved by the organization that issued your digital certificate.

Issued By
Issued To

Valid From
Valid Until

1. Click on the **Download the Statement of Officer** link to download the form to your computer.
2. Sign the downloaded statement using your x.509 digital certificate.
3. Save the signed form to your computer, and then Upload the signed form in the space provided on the screen and click **Validate Certificate**.



Step 4: Upload the signed Statement of Officer.
 Once uploaded, the system will verify that your certificate is compliant. If the certificate is not compliant, the system will alert you to the issues that need to be resolved by the organization that issued your digital certificate.

 **DigitalCerti...**
 PDF – 59.36 KB



Issued By * IGC CA 1 Valid From * May 1, 2024
 Issued To * Paola Garcia Valid Until * May 1, 2025

Digital certificate file must be in PDF format.

4. The system will validate the dates on your certificate and display them on the screen. Click **Next** to continue.



Digital Seal

This section of the application requires you to upload your digital seal to the SOS Portal.

The screenshot shows the 'Digital Seal' step of the 'Online Notary Digital Certificate/Seal Update' application. The left sidebar has 'Digital Seal' selected. The main content area includes instructions, requirements, and an upload section. The 'Upload Digital Seal' section has an 'Initial' field and a 'Drop file here' area. A 'NEXT' button is highlighted with a red box.

1. Click the Upload button or drag/drop the file containing your digital seal to the box provided.
2. Click **Next** to continue.

Review

This section of the application displays all the information you have entered in your application.

The screenshot shows the 'Review' step of the 'Online Notary Digital Certificate/Seal Update' application. The left sidebar has 'Review' selected. The main content area displays application information and documents. The 'Application' section shows 'Online Notary Digital Certificate/Seal Update'. The 'Documents' section lists 'Digital Certificate' (PDF - 59.36 KB) and 'Digital Seal' (JPG - 58.66 KB), each with an 'EDIT' button. A 'NEXT' button is visible at the bottom right.

1. Review the application information for correctness. If changes are needed to any section, click the **Edit** button to the right of that information. If all the information is correct, Click **Next** to continue.



Sign

This section of the application includes a Statement of Officer and Execution, and the Date of the application. It requires your digital signature.

The screenshot shows the 'Sign' step of the application. The left sidebar contains a navigation menu with 'Sign' selected. The main content area is titled 'Sign' and contains the following sections:

- Statement of Officer:** I, Jane Doe, 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 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.
- 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 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:** Nov 13, 2024
- Print Signature*:** A text input field.
- Signature*:** A button labeled 'DRAW SIGNATURE'.
- Instructions:** Use the space below to digitally sign your application using the same name entered above. Your signature must match the name on your application.

At the bottom of the form, there are 'CANCEL', 'BACK', and 'NEXT' buttons.

1. Read the **Statement of Officer** and **Execution** carefully. Type your legal name in the **Signature*** field.
NOTE: If the name is not an exact match to the name originally given in the application, the system will not let you move forward.
2. Click the **Draw Signature** button and use your computer mouse to draw your signature in the box provided. Click **Save**.
3. Click **Next** to continue.

Pay

This section of the application allows you to pay the application fee.

The screenshot shows the 'Pay' step of the application. The left sidebar contains a navigation menu with 'Pay' selected. The main content area is titled 'Pay' and contains the following text:

Pay
Click Submit to continue to payment.

At the bottom of the form, there are 'CANCEL', 'BACK', and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted with a red box.

1. Click **Submit** to begin the payment process.



Checkout

By completing payment, you give us permission to debit your account for the total amount due. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Item	Total
Notary Application ID 413 Kim Steg Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State	\$21.00
Subtotal:	\$21.00
Service Fee (2.7%):	\$0.57
Total:	\$21.57

Note: Your credit card will be charged 21.57, which includes an additional 2.70% service fee of 0.57.

[Proceed to Payment](#)

This link will redirect you to an external page

2. 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 * 2.7 % Service fee will be charged.

[New](#) Fee Amount: 0.57

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

- If you have stored a credit card in your Wallet which is still valid, you do not need to enter a new credit card; simply enter the CVV number and click **Submit**.

Card Interface

Credit Card * Card Type * Exp MM/YYYY *
 41*****1111 VISA 02 / 2028

First Name * Last Name * Address *
 123 Main

City * Country * State *
 Austin United States of America Texas

Zip/Postal Code * Phone Number Email

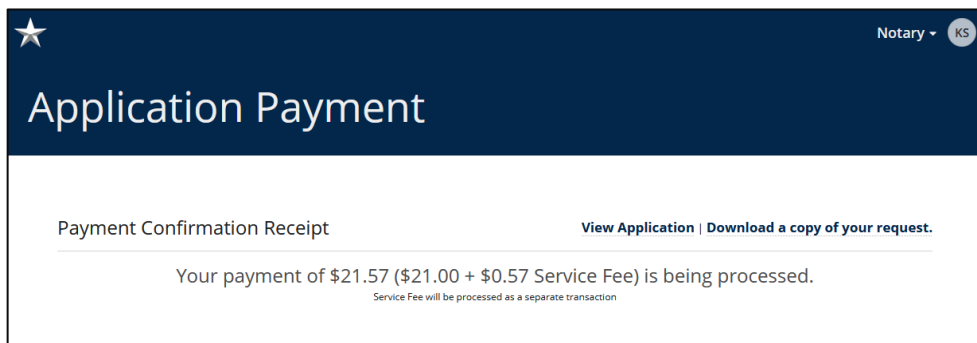
Save For Me

[Cookies](#)

4. On the **Card Interface** screen, enter the required credit card details and click **Save**.



- NOTE: To save this credit card to a “Wallet” that stores the information for future use, click the **Save for Me** checkbox.



The **Application Payment** screen appears confirming your receipt for payment.

Confirmation of Application Submission & Checking the Status

Once you have submitted your application and payment, you will receive a confirmation email at the email address you provided on your application.



Once your application has been reviewed, it will be approved or rejected/denied. You will receive an email notification with further instructions based on the outcome of your application.

To **Check the Status** of your application:

1. Click the **link** provided in the email and login to your SOS Portal account.
2. Click on the **Notary** tile on the dashboard and click the **My Submissions** self service option on the left.



Welcome,
Jane Doe

Commission

- My Information
- My Submissions**
- My Commission History

Notary Self Service

- Apply or Renew Commission
- Apply for Online Commission
- Manage Commission

My Submissions

Go To	Name	Type	Signed	Paid	All Documents	Status
507151780001	Jane Doe	Notary Public Application	Yes	Pending Refund	Yes	Denied

To download a copy of your receipt, please visit [My Payments website](#).

3. View the status of your application in the **Status** column on the far left.

Download and Sign Your Approved Texas Notary Commission

After you have been approved for a Texas notary commission, follow the steps below to download your commission.

1. Once your application has been approved by our office, you will receive an email notifying you of your approval. Click the link in the email to go to our website to download your commission.

Texas Secretary of State

Dear Kim Steg,

Congratulations! You have been appointed as a public officer serving the state of Texas. Before performing your notarial duties, there are four steps you need to complete:

1. [Go to our website to download your commission.](#) If you do not already have an account, you will be asked to create one. Once downloaded you will not have access to the file without purchasing an additional commission.
2. Take the Oath of Office located on your commission in front of an officer who is authorized to administer oaths. You may take and complete your oath in front of another notary public, but you may not administer your own oath. You are required to keep your commission and have it available to show when you perform notarial services. **Do not send your commission to the Office of the Secretary of State.**

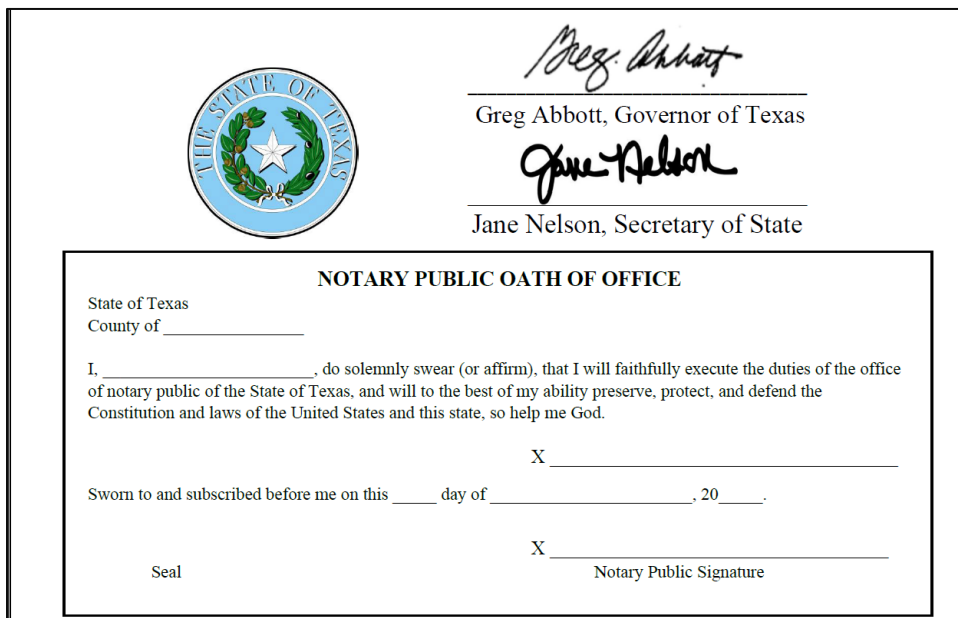


2. On the download page, click the Download Commission button to retrieve your Commission document. **IMPORTANT: You may only download this document once, so be sure to save it in a secure location. If you misplace or lose this file, you will need to pay a fee for a replacement.**



3. Open the downloaded file on your computer to view your commission certificate.

This certificate contains important information, including your commissioned notary name, ID number and term of office. The information provided on your commission must match your notary seal/stamp exactly. **Make sure you sign your commission document in the presence of an authorized notary before you begin notarizing documents.**



To update your name or address on file with our office, please view our guide to **Manage Your Commission.**

