

# 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 "<u>SOS Portal</u> <u>Account Setup and User Access Guide</u>" to create your account and sign-in to the system before beginning these steps.

# Contents

On-Screen Guidance2	
Find Your Notary Profile2	
Submit or Renew an Online Notary Application	;
Notary Information	5
Statements of Eligibility4	Ļ
Digital Certificate5	,
Digital Seal6	j
Review6	;
Sign7	,
Pay7	,
Confirmation of Application Submission & Checking the Status	)
Download and Sign Your Approved Texas Notary Commission10	)

# **On-Screen Guidance**

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the <sup>3</sup> 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 NEXT button at the bottom of the screen.
- To go back to the previous screen, click the BACK button at the bottom of the screen.
- To cancel out of a process, click the CANCEL 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.

$\star$						Notary <del>-</del>	KS
	N Not	ary					
Welcome, Kim S							
Self Service Find Your Profile Apply to be a Texas Notary	Find your profile If you are current Notary or Notary Social Security Number *	applicant, please enter the info	rmation as it wa	s submitted on your most recent application	λ.		
Manage Complaints Request Information Make Payment	Driver's License <b>@</b> *	Date of Birth *		State * Select State	County*     Select a County	Q FINE	•

- 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 <u>notary@sos.texas.gov</u> 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 "<u>SOS Portal Account Setup and User Access Guide</u>" 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.

*				
N Notary	-			
Welcome, Beth Sherwood				
Commission	My Informatio	on		
My Information	Notary ID		Address Type	Home
My Submissions	Name		Mailing Address	newark
My Commission History	Commission Status	Applicant		#2f Plano, TX 78989
Notary Self Service	<b>Eligibility Status</b>	inactive	County	Collin
Sector sector sector sec	Effective Date		Escrow License	TL5454
Apply or Renew Commission	Expire Date		Escrow Expiration	6/11/2027
Apply for Online Commission	Online Notary?	No	Surety Company	
Manage Commission	Online Effective Date	N/A	Agency	
Complaints	Online Certificate End Date 🕢	N/A	0.749670	

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.



*							Notary 🗸 🌔
Notary Information	Notary Information						
Statements	You are applying to be an online Texas N Legal Name	otary Public. The information requested is n	equired by statute.				
Digital Certificate	First Name 😯*	Middle Name		Last Name*		Suffix	
Digital Seal	Jane			Doe		Select a Value	*
Review	Identification						
	Social Security No.*				Date Of Birth*		
Sign					mm/dd/yyyy	<b>#</b>	
Pay	Contact Information						
	Email 🚱			Confirm Email*			
	ksteglich@sos.texas.gov						
	Post Office Address						
	Туре 🕢 *						
	Home O Public						
	Street*					Suite or Apt	
	123 Main						
	City*	Sta	te*	Zip*	County*		
	Austin	ТХ	· · ·	78701	Travis		-
							NEX

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.

stary Information	Statements
	Statement Relating to Eligibility
atements	A conviction for a crime involving moral turpitude (misdemeanor or felony) OR a felony, at any time, disqualifies you from appointment as a notary public under Texas law. Ali applicants are subject to a background check.
gital Certificate	Select one of the following options: *
	A: L Kim Steg, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.
gital Seal	B: I. Kim Steg. have been found guilty of a crime other than a Class C misdemeanor.
/lew	By selecting option B, you are required to submit the following for each conviction:
iu	1. Copy of the Court Order, Sentencing, and all documents pertaining to release from probation (if applicable).
	Upload Court Order:*
1	▲ Q <sub>k</sub> Drop files here
	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: *
	Do Orona files here
	Online Notary Public Certifications
	Initial I certify that I will comply with the standards set forth in TX Admin Code Ch. 87.70 and 87.71 relating to identity proofing and credential analysis.
	Initial I certify that I will use a third party provider who has provided me with evidence of its ability to provide an electronic technology standard that utilizes Public Key infrastructure (PKI) technology from a PKI service
	provider that is X.509 compliant when attaching or logically associating the notary's electronic seal and digital certificate to an electronic document.
	Initial I certify that I will, upon request by the Secretary of State, promptly provide any necessary instructions or techniques supplied by a vendor that allow the notary's electronic signature and seal to be read and authenticated

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:*	
▲ Drop files here	
2. A statement of the nature, circumstances, d	te, and location relating to the conviction(s) of the crime(s) and whether the case is on appeal.
Upload Statement: *	
1 Drop files here	

- Click the upload button <sup>1</sup> 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.

*			Notary 🗸 🤘
Application fo	or Appointment as an Online Texas Notary P	Public	
Notary Information	Digital Certificate		
Statements	You are required to provide our office with an x509 certificate that you will utilize for you it. The Texas Secretary of State is unable to troubleshoot issues related to the digital cert		on your digital certificate, please contact the organization that issued
Digital Certificate	Instructions		
Digital Seal	Please follow the steps below: Step 1: Download the Statement of Officer. Step 2: Sign it by using your x.509 digital certificate.		
Review	Step 3: Save it to your computer.		
Sign	Step 4: Upload the signed Statement of Officer. Once uploaded, the system will verify that your certificate is compliant. If the certificate is issued your digital certificate	s not compliant, the system will alert y	ou to the issues that need to be resolved by the organization that
Pay	I VALIDATE CERTIFICATE	Issued By	Valid From
	Charles Certificate	Issued To	Valid Until
	Digital certificate file must be in FDF format.		
CANCEL BACK			NEX

- 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 O Once uploaded, the system will verify that by the organization that issued your digita	t your certificate is compliant. If the ce	rtificate is not compliant, t	the system will alert y	ou to the issues that r	need to be resolved
DigitalCertifi PDF - 59.36 KB	S VALIDATE CERTIFICATE	Issued By *	IGC CA 1	Valid From*	May 1, 2024
Digital certificate file must be in PDF		Issued To*	Paola Garcia	Valid Until*	May 1, 2025
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.

Digital Certificate	Digital Seal
Digital Seal	You are required to provide our office with the digital seal that you will utilize for your online notarizations. The Texas Secretary of State's office is unable to provide or recommend vendors for digital seals.
Review	Requirements
Sign	The Digital Seal must contain the following elements: 1. The words "Notary Public State of Evaces" around a star of five points 2. The notary public's commissioned name 3. The notary public's identifying number (as assigned by the Texas Secretary of State's office) 4. The date the notary public's commission expires The seal may be circular, not more than two inches in diameter, or it may be rectangular, not more than one inch in width and 2 1/2 inches in length. The seal must have a serrated or edged border. Upload Digital Seal
	Initial My seal does not need to be updated.
	2 Dip Drop File here
	Digital seal file must be in an image format of JPEG or JPG.

- 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.* 

Notary > Notary Application		igital Certificate/Seal Update	
Digital Certificate Digital Seal Review Sign	Review Please review this cont Application Documents Digital Certificate * Digital Seal	ent for accuracy. If changes are required, use the "EDIT" button to make changes to the corresponding webform page. Online Notary Digital Certificate/Seal Update DigitalCertificate_Applicati PDF = 59.36 KB Digital Seal IPG = 58.66 KB	<b>₽</b> EDIT
CANCEL BACK			NEXT

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.

$\star$		Notary - 👔
Notary > Notary Application	or Appointment as a Texas Notary Public	
Notary Information	Sign	
Statements	Statement of Officer L Jane Doe. do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, con or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confi	tributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving mation. whichever the case may be, so help me God.
Bond Review	Execution I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify th from holding the office of notary public. Lagree to be bound by the terms and conditions of the incorporated su	at the information provided in this application is true and correct and that I am not disqualified by law or any other reason tey bond.
Sign	Date	Print Signature *
Pay	Nov 13, 2024	
1		Type 'Jane Doe'' to sign.
		Signature *
		AL DRAW SIGNATURE
		Use the space below to digitally sign your application using the same name entered above. Your signature must match the name on your application.
CANCEL BACK		NEXT

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

Revised 1/10/2025

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

Notary Information Statements	Pay Click Submit to continue to payment.
Bond	
Review	
Sign	
Pay	
CANCEL BACK	SUBMIT

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

de	ipleting 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 pr
	proving payment for pre-orper to permission to decer four decount on the total and an edge while permission of a ungle damaged only and decorner pri- ization for any additional unrelated debits or credits to your account.
Total	
\$21.00	ry Application ID 413   Kim Steg   Application for Appointment as Texas Notary Public by Escrow Officer Residing in Adjacent State
\$21.0 \$0.5	Subtotal: Service For (7.7%)
\$21.5	Total:
fee of 0.57	• Note: Your credit card will be charged 21.57, which includes an additional 2.70% service
	Service Fee (2.7%): Total:

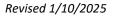
2. Click Proceed to Payment to enter your payment details.

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

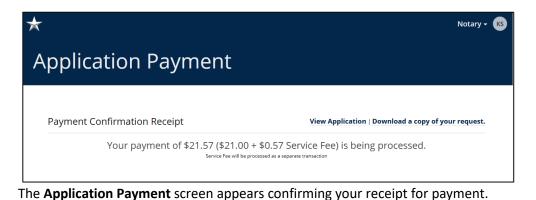
- 3. Click **New** to enter a new credit card payment method.
  - If you have stored a credit card in your Wallet which is still valid, you do not need to enter a new credit card; simply enter the CVV number and click **Submit**.

Credit Card 🛠	Card Type ★	Exp MM/YYYY 🜪
41************	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

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.



## **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.

Texas Secretary of State	
Dear Notary Applicant,	
Our office has received your request for Application for Appointment as a Texas Notary Public. You may check the status of your request by logging into our online notary porte <a href="https://texas-sos-dev.appiancloud.com/suite/sites/notary">https://texas-sos-dev.appiancloud.com/suite/sites/notary</a> , If you have any questions about this request please contact our office at <u>notary@sos.texas.gov</u> .	
Sincerely, Notary Public Unit Office of the Texas Secretary of State notary@sos.texas.gov	

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.



1							Notary <del>-</del>
			AR AN				
Velcome, ane Doe							
Commission	My Submissions						
My Information	Go To	Name	Туре	Signed	Paid	All Documents	Status
My Submissions	507151780001	Jane Doe	Notary Public Application	Yes	Pending Refund	Yes	Denied
My Commission History Notary Self Service	To download a copy of your	receipt, please	visit My Payments website.				
Apply or Renew Commission							
Apply for Online Commission							
Manage Commission							

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. <u>Go to our website to download your commission</u> . It 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. <b>Do not send your commission to the Office of the Secretary of State.</b>



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.

	045					Notary - 🐠
	$\bigcirc$	Notary				
Welcome, Matthew Holbrook					•	View As Notary =
Commission	My Informati	on				
My Information	Username	MHolbrook@sos.texas.gov	Address Type	Home		
My Submissions My Commission History Notary Self Service Apply or Renew Commission Apply for Online Commission Manage Commission	Notary ID Name Commission Status Eligibility Status Effective Date Expire Date Email Surrety Company Agency	1 Matthew Hollbrook Active Sc91/2024 Sc91/2028 Mihobrook@kos.texas.gov American Casualty Company Cf. Reading PA boot - Nore Kan Kasocatan Gr Hoading PA	Mailing Address County Escrew License Escrew Expiration Online Notary? Online Notary? Online Cettificate End Date <b>O</b>	123 Tent Sc #1 Plano TX 78989 Collin NoN No No No No		
	After you download this	WHICOAD COMMISSION commission you will not be able to placement commission can be purchased if an				8

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.** 

	Greg Abbott, Governor of Texas Gree Pelson Jane Nelson, Secretary of State
NOTARY P	UBLIC OATH OF OFFICE
County of	
	year (or affirm), that I will faithfully execute the duties of the office o the best of my ability preserve, protect, and defend the his state, so help me God.
of notary public of the State of Texas, and will to	o the best of my ability preserve, protect, and defend the
of notary public of the State of Texas, and will to	o the best of my ability preserve, protect, and defend the his state, so help me God.
of notary public of the State of Texas, and will to Constitution and laws of the United States and th	o the best of my ability preserve, protect, and defend the his state, so help me God.

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