



Introduction

This guide describes how an individual submits a request for Notary public information using the SOS Notary Portal.

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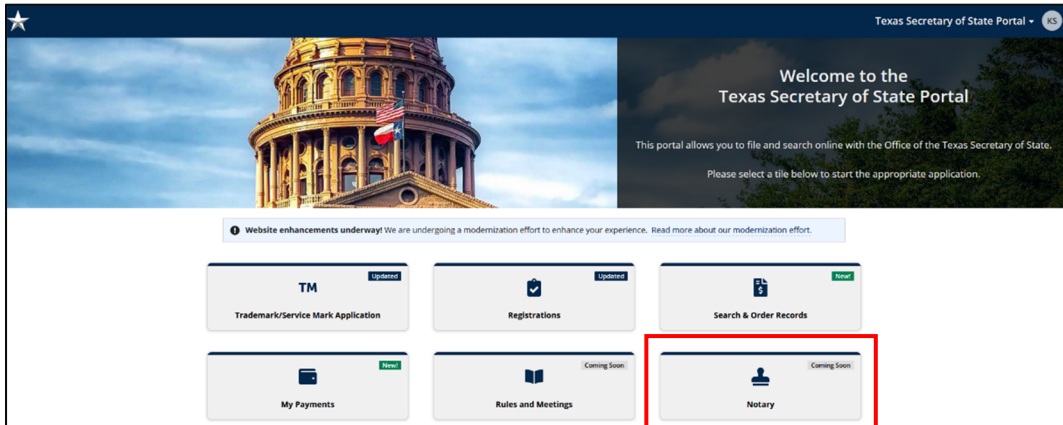
Request Information

You will need to first create a new SOS Portal account to access the Notary Portal to be able to submit a request for information.

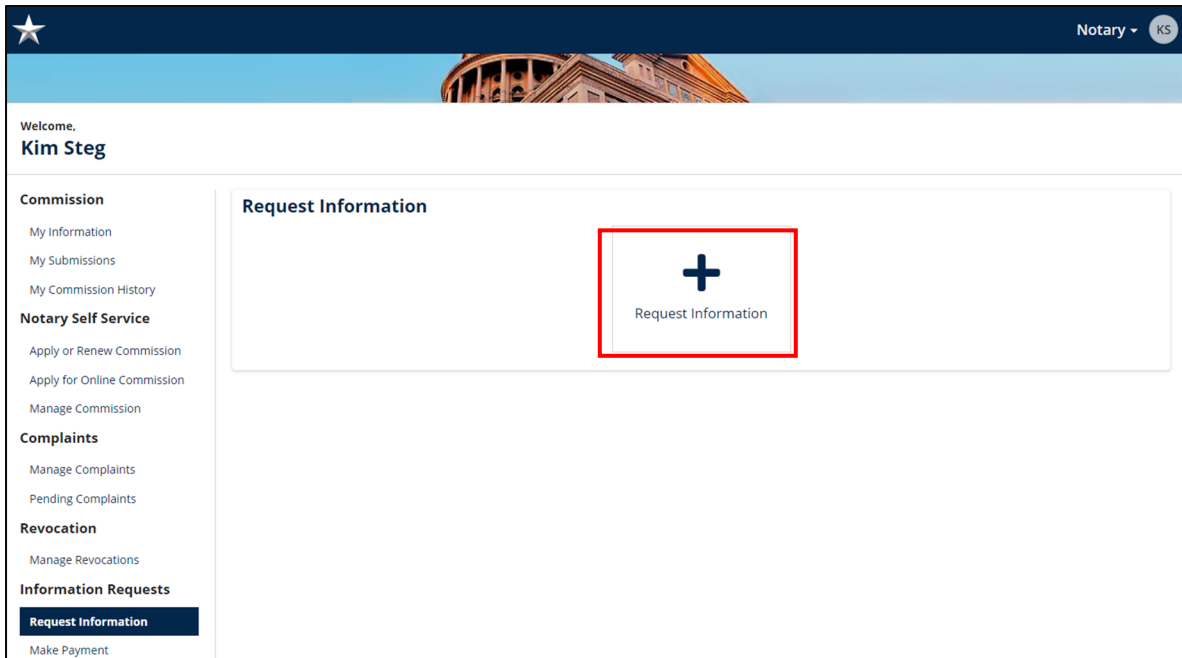
See our [“SOS Portal Account Setup and User Access Guide”](#) to create your SOS Portal account and sign-in before beginning the steps below.

Submit Information Request

1. After logging into the SOS Portal, click the Notary tile on the dashboard.



2. From your Notary homepage, Click **Request Information** from the **Information Requests** menu options, and then click the **+Request Information** button in the center of the screen to begin.




3. On the **Public Information Request** screen, complete the required **Requestor Information** fields, and click **Next**.

4. Upload any **Supporting Documents** such as subpoenas or search warrants by clicking on the Upload button or drag and drop the files from your computer to the space provided on the



screen. Click **Submit**.



Note: If submitting a subpoena, you are also required to mail the subpoena to the division. Please email GInfo.request@sos.texas.gov for more details.

5. Once your request is submitted to our office, you will receive an email confirming your information request submission. Our office will then process your request.

