

## 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 "<u>SOS Portal Account Setup and User Access Guide</u>" to create your SOS Portal account and signin 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.

*		Notary 🗸 🦷
Welcome, Kim Steg		
Commission	Request Information	
My Information		
My Submissions	L L L	
My Commission History	<b>T</b>	
Notary Self Service	Request Information	
Apply or Renew Commission		
Apply for Online Commission		
Manage Commission		
Complaints		
Manage Complaints		
Pending Complaints		
Revocation		
Manage Revocations		
Information Requests		
Request Information		
Make Payment		

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

equestor Information	Requestor Information				
	Contact Information				
equest Details	First*	Middle	Last*		Suffix
Supporting Document(s)	Kim		Steg		Select a Value
	Email 🚱 *		Confirm Email		
	l am a				
	Complainant Of	fficial O Member of the Public	Notary Public O Peace	e Officer	
	Mailing Address				
	Street			Suite or A	Apt
	City		State	Zip	
			Select State	-	

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.

*		Notary 🗸 🥵
Notary > PIR Public In	nformation Request	
Requestor Information Request Details Supporting Document(s)	Supporting Document(s)   (I.e. Subpoenas, Search Warrants, etc.)   If subpoenas, you are also required to mail the subpoena to the division. Please email GFinfo.request@sos.texas.gov for more details.   Document(s)   UPLOAD Chrop files here	
CANCEL		SUBMIT

**Note:** If submitting a subpoena, you are also required to mail the subpoena to the division. Please email <u>GFinfo.request@sos.texas.gov</u> 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.

Hello
Thank you for your request for information from the Office of the Texas Secretary of State, Government Filings Division (Division). Your request for information has been received. Your request will be answered in order of receipt and in accord- ance with the Public Information Act. If responsive information is located, the information will be sent to the email address or mailing address you entered into your request. If the Division has any questions about your request, someone from our office will reach out to you for clarification.
Thank You,

