



Introduction

*This guide describes how a Texas state agency employee submits or renews an **Application for Appointment as a Texas Notary Public as a State Employee** to be commissioned as a traditional notary public in the State of Texas using the new SOS Notary Portal.*

NOTE:

- *This guide is not for applicants who are using a company to submit an application on your behalf.*
- *Please see “**Submit Online Notary Application Guide**” if you are already a traditional notary and want to apply to be an online notary public in the State of Texas.*
- *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.*

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


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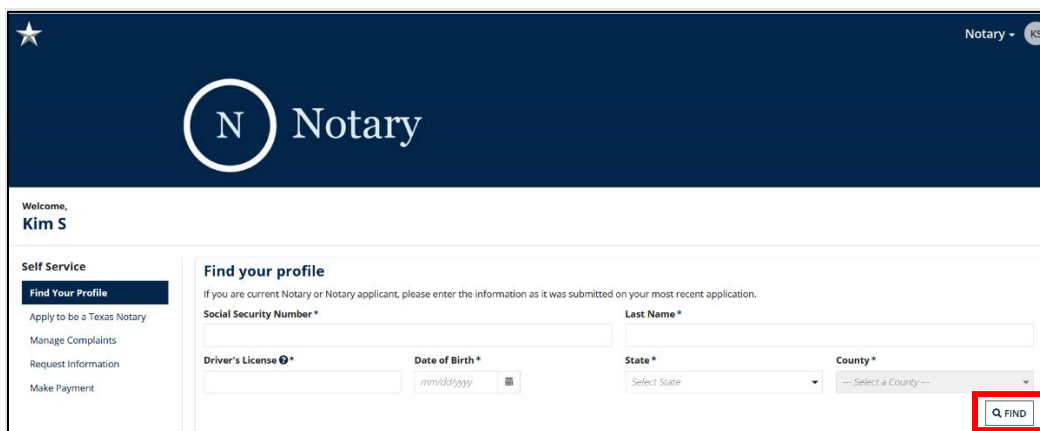
On-Screen Guidance

- 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.

Already A Notary? Find Your Notary Profile

If you are an active Texas Notary Public or if you have ever been commissioned as a Texas Notary Public and want to renew your commission, the following steps show you how to link your account history once you have created an SOS Portal account. This guide is not for applicants who are using a company to submit an application on your behalf.

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 star icon and the text 'Notary - KS'. Below the header is a white navigation bar with the 'Notary' logo. The main content area is titled 'Welcome, Kim S' and features 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 contains a form with the following fields: Social Security Number*, Last Name*, Driver's License*, Date of Birth* (with a calendar icon), State* (a dropdown menu), and County* (a dropdown menu). 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 you want to renew your commission or if your commission has expired and you need to reapply, click the "**Apply or Renew Commission**" self-service option and follow the instructions in the **Submit or Renew a State Agency Employee Notary Application** section of this guide to complete your application.



The screenshot shows a web interface for a Notary Public. The top right corner displays 'Notary' and 'KS'. The left sidebar contains a menu with categories: Commission, My Information (selected), My Submissions, My Commission History, Notary Self Service (with 'Apply or Renew Commission' highlighted), Complaints, Revocation, and Information Requests. The main content area, titled 'My Information', displays the following details:

Notary ID	940	Address Type	Home
Name	Kim Steg	Mailing Address	111 Main St. Austin, TX 78722
Commission Status	Active	County	Travis
Eligibility Status	Active	Escrow License	N/A
Effective Date	10/30/2024	Escrow Expiration	
Expire Date	10/30/2028	Surety Company	General American Life Insurance
Online Notary?	No	Agency	Bond - Bosworth & Associates Inc
Online Effective Date	N/A		
Online Certificate End Date	N/A		

- 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 or the company that submitted the application on your behalf.

Submit or Renew a State Agency Employee Notary Application

To submit a new Texas notary application, or to renew an existing 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 Texas Notary Public or if you have ever been commissioned as a Texas Notary Public and want to renew your commission, see the **“Already a Notary? Find Your Profile”** section of this guide first before proceeding with the steps below.

1. Click **Apply to be a Texas Notary** in the Notary Self Service menu.

NOTE: If you have a profile in our system already, your Self Service menu options will appear slightly different. Click **Apply or Renew Commission** to begin your application.



2. Enter all required fields as indicated by an asterisk (*), and click **Start**.

- **Social Security No.** - The system validates your social security number to determine if you have been a commissioned notary public in Texas and are in our database. If you are or have ever been a Texas Notary, click **Find Your Profile** in the Notary Self Service menu on the left hand side.
- **First Name** - You must provide your legal name. This is the name to be used when performing notarizations.
- Make sure to answer **Yes** for the question asking if you are a **State Agency employee**.

3. Read each **Application Agreement** statement carefully and enter your initials next to each statement to indicate your understanding, and then click **Next**.

NOTE:

- Your initials must match the initials of the legal name provided on the previous screen.
- You must have a signed SORM 203 – State Employee Notary Acknowledgement Form found on the State Office of Risk Management website.
- You must have proof of an ITV indicating a payment has been processed by your state agency through CAPPs or USAS.
- Make sure to review our free educational materials using the link provided on the screen before beginning the application process.



Notary Information

This section requests applicant information that is required by law.

1. Complete the required **Notary Information** fields and then click **Next** to continue.

The screenshot shows a web application interface for applying as a Texas Notary Public. The main heading is 'Application for Appointment as a Texas Notary Public'. The current section is 'Notary Information', which includes a sub-heading 'Legal Name' and a note: 'You are applying to be a traditional Texas Notary Public. The information requested is required by statute.' The form fields are organized into sections: 'Legal Name' with fields for First Name (pre-filled with 'Jane'), Middle Name, Last Name (pre-filled with 'Doe'), and Suffix; 'Identification' with fields for Driver's License, Issuing State (a dropdown menu), Social Security No. (masked with asterisks), and Date of Birth; 'Contact Information' with fields for Email and Confirm Email; and 'Post Office Address' with a 'Type' field (radio buttons for Home and Public), Street, City, State (dropdown), Zip, County (dropdown), and Suite or Apt.

Note:

- **First Name** - This field populates automatically from the first page of the application but can be changed. You must provide your legal name. This is the name you must use when you perform notarizations and sign this application.
- **Driver's License** - A state-issued identification number may also be entered here instead of a driver's license number.
- **Email** - For updates about the status of your application and your SOS Notary Portal account.
- **Address Type: Home or Public** - Addresses marked "Home" will not be shown to the public. If you pick "Public" this allows the public to view this address from our website or request it from our office.
- **Current Notary Information** - Populates only if you already have a notary profile in our system.

Statements

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.



Notary > Notary Application
Application for Appointment as a Texas Notary Public - No Bond

Notary Information
Statements
State Agency
Review
Sign
Pay

Statements
Statement Relating to Eligibility
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. All applicants are subject to a background check.
Select one of the following options:*
 A: I have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.
 B: I have been found guilty of a crime other than a Class C misdemeanor.
 Statement Relating to State Employee
 Initial I am a current Texas State employee.
SORM 203 Form:*
 Drop files here
 You are required to provide a completed State Office of Risk Management 203 form with your notary application. This form is available on the SORM website.


CANCEL BACK **NEXT**

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, date, and location relating to the conviction(s) of the crime(s) and whether the case is on appeal.

Upload Statement:*
 Drop files here

- 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.
 3. Enter your initials to attest that you are a current Texas State employee.

Statement Relating to State Employee
 Initial Name am a current Texas State employee.

4. You must also **upload a SORM 203 Form**. If you need a copy of the form, a link is provided on the screen.

SORM 203 Form:*
 Drop files here
 You are required to provide a completed State Office of Risk Management 203 form with your notary application. This form is available on the [SORM website](#).

5. Click **Next** to continue.



State Agency

This section of the application includes information about the state agency that employs you.

The screenshot shows the 'State Agency' section of the application. The left sidebar contains a navigation menu with 'State Agency' selected. The main form area has the following fields: Agency Name *, Agency Street Address *, Suite or Apt, City *, State * (dropdown menu), Zip *, and County * (dropdown menu). At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

1. Complete the required fields for your State Agency and click **Next**.

NOTE: The list of Agency Names is populated by [this list provided by the Comptroller's Office](#). If you do not see your agency name in the list, please contact the Comptroller's Office to resolve it before submitting your Notary application.

Review

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

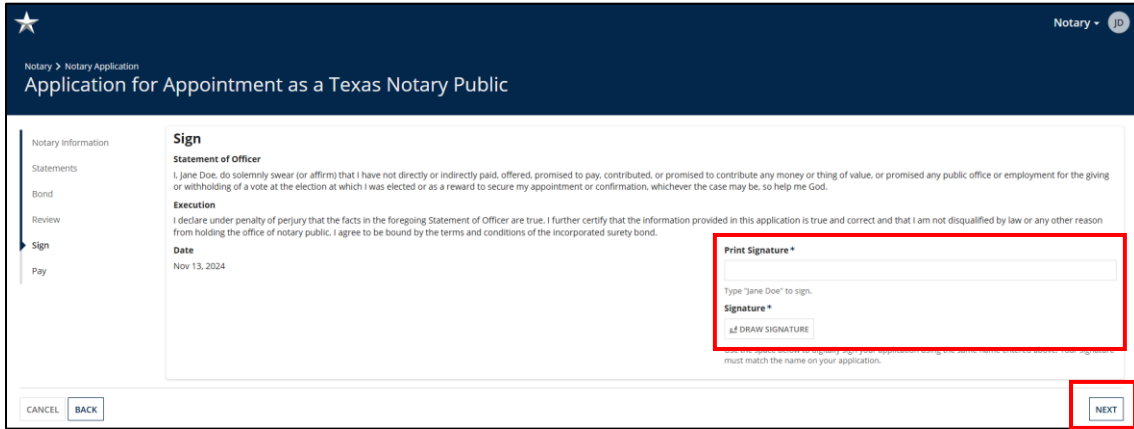
The screenshot shows the 'Review' section of the application. The left sidebar contains a navigation menu with 'Review' selected. The main form area displays a summary of the application information, including Agency Name, Form Number, and Notary Information. There are 'EDIT' buttons next to the Notary Information fields. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box.

Review the application information for correctness. If changes are needed to any section, click the **Edit** button to the right of that information. 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 'Sign' section contains the following text:

Sign
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

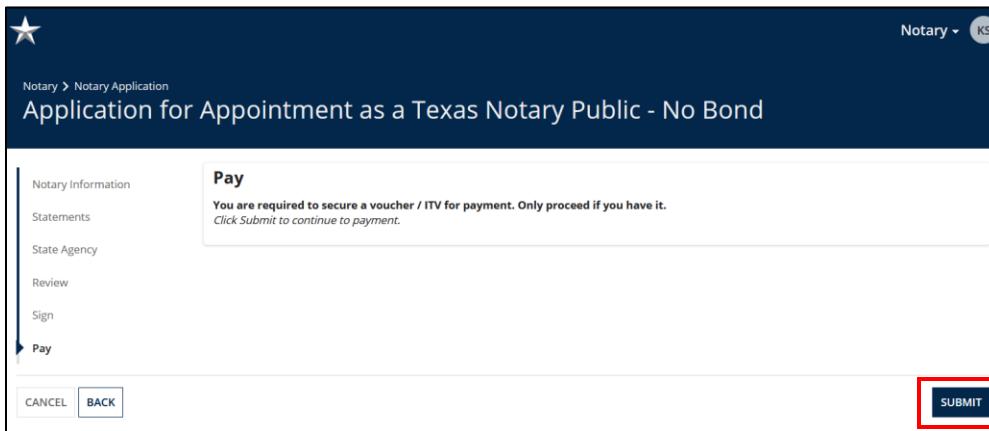
The 'Signature *' field is highlighted with a red box and contains a 'DRAW SIGNATURE' button. The 'NEXT' button is also highlighted with a red box.

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 using an Interagency Transfer Voucher (ITV).

IMPORTANT: Only 1 ITV per applicant may be submitted for notary applications. Please confirm with your agency accounting department that they have created a single ITV for only your application.




The screenshot shows the 'Pay' step of the application. The 'Pay' section contains the following text:

Pay
You are required to secure a voucher / ITV for payment. Only proceed if you have it.
Click Submit to continue to payment.

The 'SUBMIT' button is highlighted with a red box.

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



2. On the **Checkout** screen,
 - Select **ITV** from the **Payment Method** dropdown.
 - For the **RTI #**, enter: 307200.
 - For the **ITV Number**, enter the number provided by your Agency.
 - **IMPORTANT:** *If the ITV has not been received by the Secretary of State's Office, your application will not be submitted to our office and payment will not go through. **Ensure your ITV has been received by our office before you submit payment.***
 - Upload the Voucher file by either clicking on the  button or drag/drop the file from your computer to the space provided.
 - Select your Agency Name from the dropdown list.
 - Click **Continue**.
3. You will return to the Payment screen. Click **Submit** to process your payment.



Confirmation of Application Submission and Checking the Status

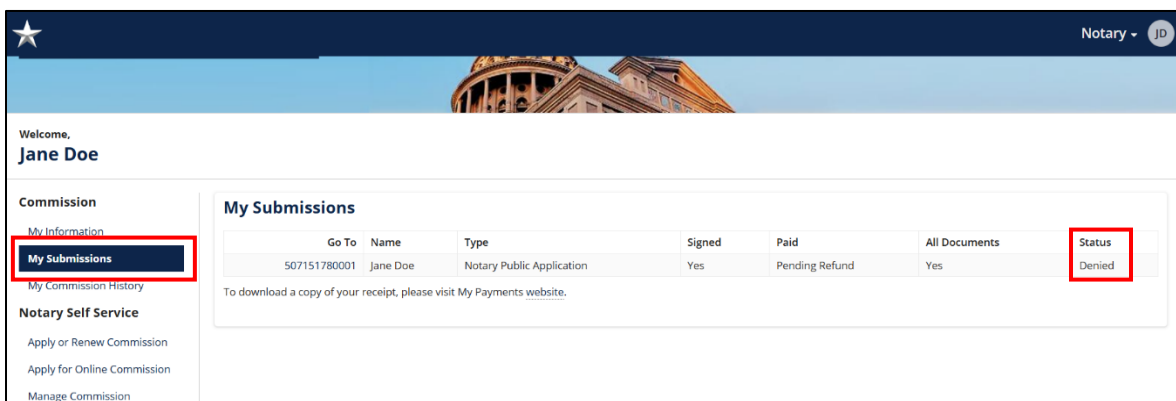
Once you have submitted your application and payment, you will receive a confirmation email at the email address you provided in your application.



Your application will be sent to the State Office of Risk Management (SORM) to complete the verification of your state agency employment. This could take a minimum of 5 days to complete. Once your application is approved by SORM it will be processed by our office and either 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** option on the left.



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



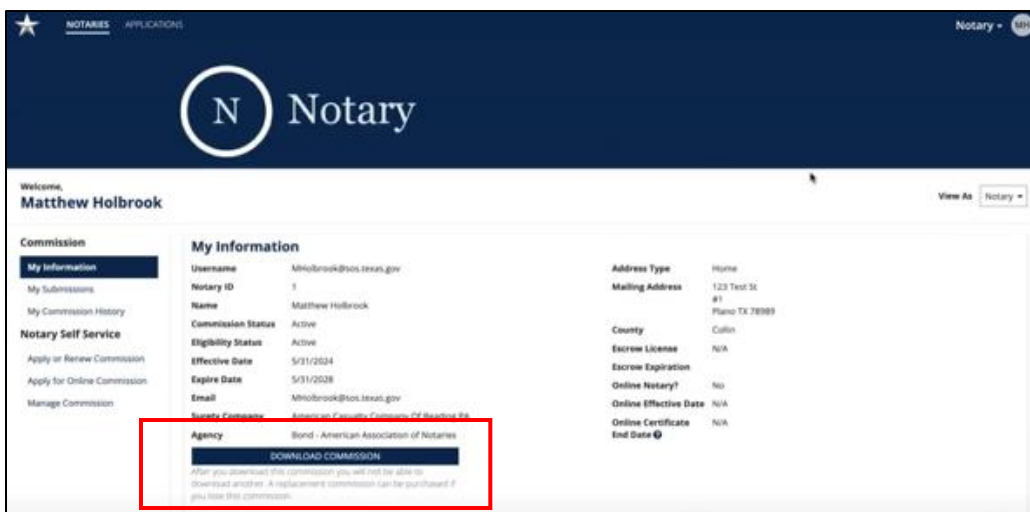
Download and Sign Your Approved Texas Notary Commission

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 notification notifying you of your approval. Click the link in the email to go to our website to download your commission.






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.**

	 _____ Greg Abbott, Governor of Texas
	 _____ Jane Nelson, Secretary of State
NOTARY PUBLIC OATH OF OFFICE	
State of Texas County of _____	
I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of notary public of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and this state, so help me God.	
X _____	
Sworn to and subscribed before me on this ____ day of _____, 20____.	
Seal	X _____ Notary Public Signature

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

