



Introduction

*This guide is for individuals who have given permission for a surety bonding company to submit on their behalf an **Application for Appointment as a Texas Notary Public** to be commissioned as a traditional notary public in the State of Texas. This guide describes how the individual will receive notification from our office of their application approval/rejection and guides the applicant through the process of signing and downloading their commission using the new SOS Notary Portal.*

NOTE:

- This guide is not for applicants who have submitted their application using the SOS Notary Portal.

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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.

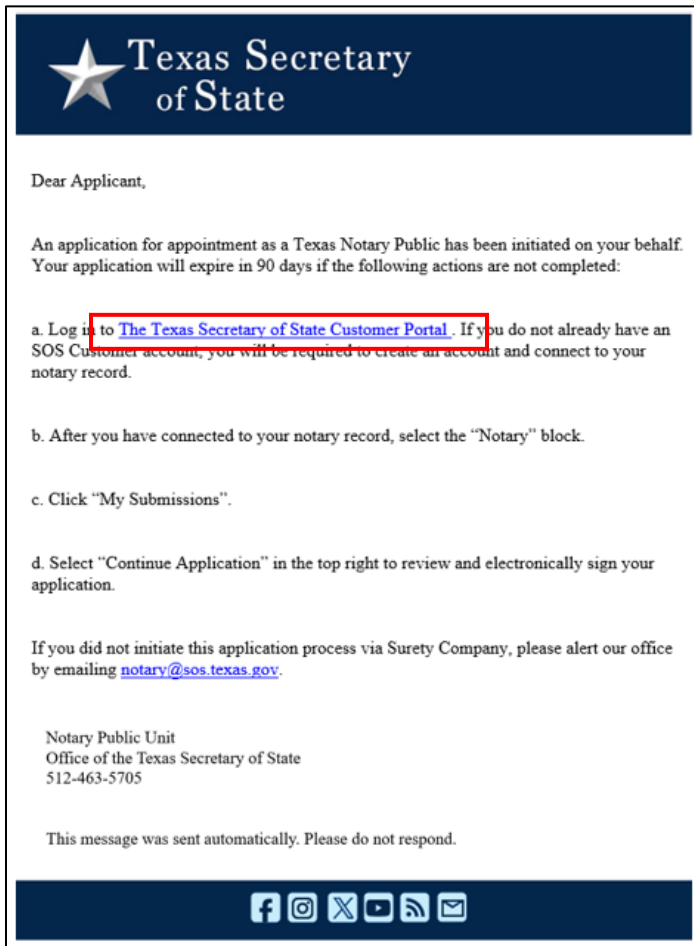
Confirmation of Application Submission

Once a surety bonding company has submitted a notary application on behalf of an individual, the following steps occur.

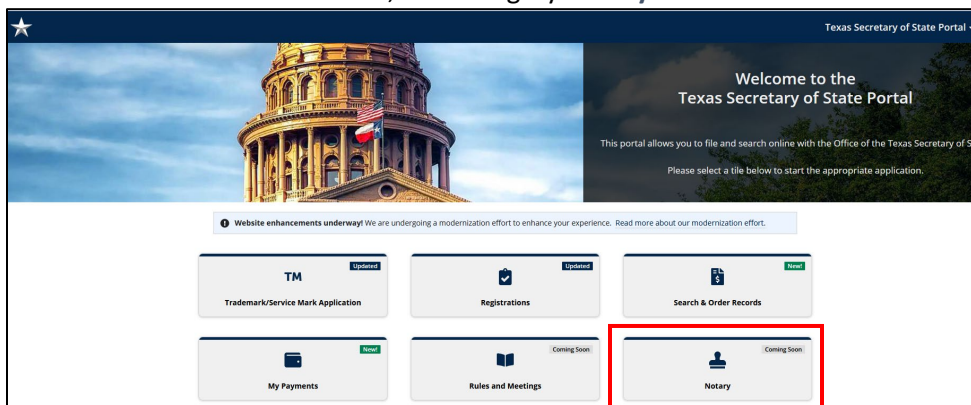
Signing Your Application

1. Once an application has been submitted on your behalf, you will receive a confirmation email at the email address you provided in your application. Click **on the link** provided in the email to login to the SOS Portal account.

- See our [“SOS Portal Account Setup and User Access Guide”](#) for help creating your SOS Portal account and sign-in



2. On the SOS Portal Dashboard, click the grey Notary tile.



4. Click **My Submissions** from the Notary menu options and select the **Application ID** under **Go To** which is Pending Submission.

The screenshot shows a vertical navigation menu on the left side of a website. At the top is a dark blue header with a white star icon. Below the header, the menu is organized into sections: **Commission**, **My Information**, **My Submissions** (highlighted with a red box), **My Commission History**, **Notary Self Service**, and **Complaints**. Under **My Submissions**, there are links for **Apply or Renew Commission**, **Apply for Online Commission**, and **Manage Commission**.

My Submissions

Go To	Name	Type	Signed	Paid	Status
507155250002	Jane Notary	Notary Public Application	No	Paid	Pending Submission

To download a copy of your receipt, please visit My Payments website.

5. Click **Continue Application** in the top right to review and sign your application.

The screenshot shows the 'Application 507155250002' page. At the top right, there is a 'Notary' dropdown menu with 'BS' next to it. Below the header, there are two buttons: 'CONTINUE APPLICATION' (highlighted with a red box) and 'WITHDRAW SUBMISSION'. The main content area is divided into two tabs: 'Application' (selected) and 'Documents'. Below the tabs, there is a table of application details:

Status	Pending Submission	Payment Status	Paid	Created By	SysAdmin
Type	Notary Public Application	Payment Record	Batch #50715525	Created On	1/6/2025 3:07 PM CST
Form Number	2301-E	Submission Method	eNotary	Modified By	Beth Sherwood
		Statement of Eligibility	Option A	Modified On	1/8/2025 4:25 PM CST
		Returned Check		Application Tracking Number	507155250002
		Tracking Number			

6. **Review your application** information to ensure it is correct; you may update any information which is inaccurate by clicking on **Edit**.



7. 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 complete the application process. The screen will display your confirmation of submission, and you will receive an email confirmation as well.

Checking the Application Status

To check the status of your submitted application follow the steps below.

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.

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

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



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

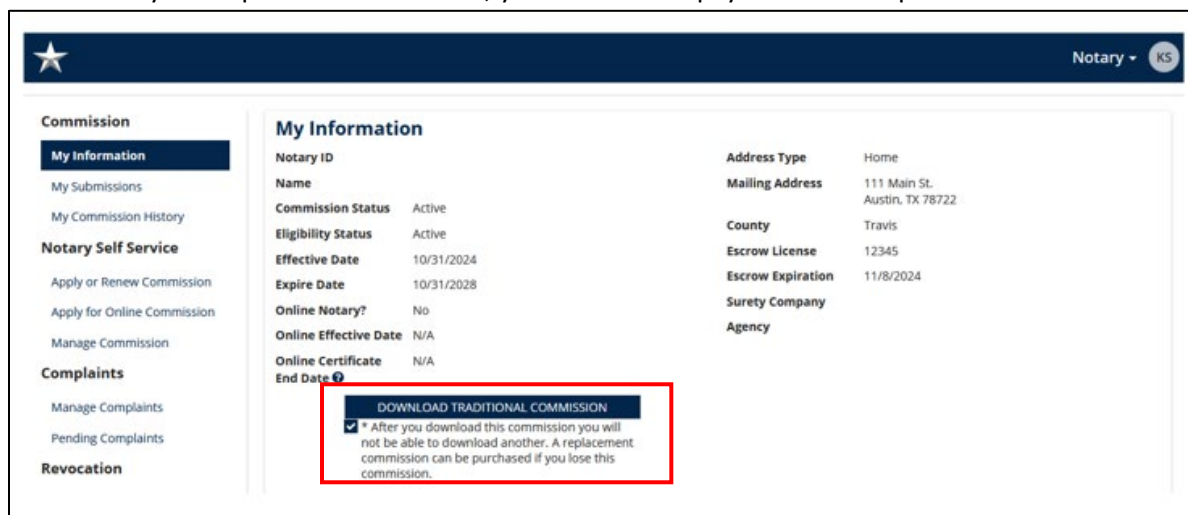
Download and Sign Your Approved Texas Notary Commission

After you are approved to be Texas Notary Public, 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 and download your commission.





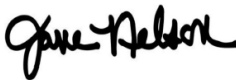
2. On the **My Information** page, click the Download Commission button to retrieve your Commission document. **IMPORTANT: You may only download this document once, so be sure to save it in a secure location.** If you misplace or lose this file, you will need to pay a fee for a replacement.



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.**

