

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 <u>not</u> for applicants who have submitted their application using the SOS Notary Portal.

Contents

On-Screen Guidance	
Confirmation of Application Submission	1
Checking the Application Status	Error! Bookmark not defined.
Sign and Download Your Texas Notary Commission	5

On-Screen Guidance

- Throughout the SOS Notary Portal, helpful tooltips are available to provide additional information. Look for the ³ 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 button at the bottom of the screen.
- To cancel out of a process, click the CANCEL 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 "<u>SOS Portal Account Setup and User Access Guide</u>" for help creating your SOS Portal account and sign-in



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



2



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

*						
Commission	My Submissio	ns				
My Information	Go To	Name	Туре	Signed	Paid	Status
My Submissions	To download a copy of	your receipt, please	visit My Payments website.	NO	Paid	Pending Submission
My Commission History						
Notary Self Service						
Apply or Renew Commission						
Apply for Online Commission						
Manage Commission						
Complaints						

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

\star					Notary 🗸 🔒 🛚	
Application 507155250002						
Application Docur	nents					
Status	Pending Submission	Payment Status	Paid	Created By	SysAdmin	
Туре	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	Option A	Modified On	1/8/2025 4:25 PM CST	
		Eligibility		Application Tracking	š 507155250002	
		Returned Check		Number		
		Tracking Number				

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



*		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, or withholding of a vote at the election at which I was elected or as a reward to secure my apoointment or co	contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving infirmation, whichever the case may be, so help are God.
Bond Review	Execution I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify from builtion the office of potary public Larger to be hough built te terms and conditions of the incomposated	y that the information provided in this application is true and correct and that I am not disqualified by law or any other reason I survery bond
Sign Pav	Date Nov 13, 2024	Print Signature *
		Type "Jane Doe" to sign. Signature *
		af draw signature
		Use the space below to eignany sign your application using the same name entered above. Your signatur must match the name on your application.
ANCEL BACK		NE

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.

*							Notary 🗸 🌗
				Contraction of the second			
Welcome, Jane 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 <u>website</u> .				
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.

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.

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. Go to our website to download your commission. If 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. Do not send your commission to the Office of the Secretary of State.	

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.

Commission	My Informatio	n			
My Information	Notary ID		Address Type	Home	
My Submissions	Name Commission Status	Arthur	Mailing Address	111 Main St. Austin, TX 78722	
My Commission History	Eligibility Status	Active	County	Travis	
Notary Self Service	Effective Date	10/31/2024	Escrow License	12345	
Apply or Renew Commission	Expire Date	10/31/2028	Escrow Expiration	11/8/2024	
Apply for Online Commission	Online Notary?	No	Surety Company		
Manage Commission	Online Effective Date	N/A	Agency		
omplaints	Online Certificate End Date O	N/A			
Manage Complaints	DOW	NLOAD TRADITIONAL COMMISSION			
Pending Complaints	After y	rou download this commission you will ble to download another. A replacement			
tevocation	commis	sion can be purchased if you lose this			



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.

G Ja	reg Abbott, Governor of Texas Give Relation ne Nelson, Secretary of State
NOTARY PUBLIC State of Texas County of	OATH OF OFFICE
I,, do solemnly swear (or a of notary public of the State of Texas, and will to the best Constitution and laws of the United States and this state, s	ffirm), that I will faithfully execute the duties of the office of my ability preserve, protect, and defend the so help me God.
Sworn to and subscribed before me on this day of	X, 20
Seal	XNotary Public Signature

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

Revised 1/9/2025

