

Return To: American Association of Notaries P.O. Box 630601 Houston, TX 77263



APPLICATION FOR APPOINTMENT AS TEXAS NOTARY PUBLIC

If renewing, mark this box: [ ]

Commission Expires: \_\_\_/\_\_\_/\_\_\_

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing)

Social Security No.:

Last First Middle (not required) Suffix

Required by TX Gov't Code §406

Mailing Address: (Please notify the secretary of state of an address change within 10 days)

Residence County:

Street City State Zip

Email address for return of commission (print legibly): (Your commission will come from notarypubliccommission@sos.state.tx.us and you will NOT receive materials by mail.)

Alternate email address for return of commission (optional):

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's License or Identification No.: \_\_\_ Issuing state: \_\_\_

Statements Relating To Qualification

I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}

Please select one of the following:

- A. I have been found guilty of a crime other than a Class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (I) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}
B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond

(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the above-named applicant, as principal, and Western Surety Company, as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public. BOND NUMBER: \_\_\_\_\_

Agency Name: American Assoc. of Notaries Address: 8811 Westheimer, Suite 207 Houston, TX 77063

Date: \_\_\_\_\_ Signature of authorized person for surety

Statement of Officer

I, the above-named applicant, 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 and with 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: \_\_\_\_\_ Signature of Applicant (sign in name given above on line #1 to be used as notary public)

# How to Complete Your Notary Application




Return to: AAN

P.O. BOX 630601, Houston, Texas 77263

Your commission will be issued in the variation of your name that you type or print in this field. You can use your full legal name or a shortened version that you prefer to use. For example, if your full legal name is Gloria Ann Smith, you may choose to register as a notary public under the name Gloria A. Smith or G.A. Smith.

The Office of the Secretary of State will no longer mail notary commission certificates. Please provide an email addresses (two is recommended) to make sure you will receive your notary commission certificate in a timely manner via email.

Form #2301 Rev. 04/2013 Return To: American Association of Notaries P.O. Box 630601 Houston, TX 77263 If renewing, mark this box: <input type="checkbox"/> Commission Expires: ____/____/____	 <b>APPLICATION FOR APPOINTMENT AS TEXAS NOTARY PUBLIC</b>	This space reserved for SOS use
<b>Identifying Information</b> Please Type or Print Legibly		
Name to be used as notary public: (This is the name you will be required to sign when notarizing) <u>Type or print your name exactly as you intent to sign documents as a Texas Notary public.</u>		Social Security No.: <u>111- 11 - 1111</u> <small>Required by TX Gov't Code §406</small>
Mailing Address: (Please notify the secretary of state of an address change within 10 days) <u>Your Address</u> TX Street City State Zip		Residence County: <u>Your County</u>
Email address for return of commission (print legibly): <small>(Your commission will come from <a href="mailto:notarypubliccommission@sos.state.tx.us">notarypubliccommission@sos.state.tx.us</a> and you will NOT receive materials by mail.)</small>		
Alternate email address for return of commission (optional): _____		
Date of Birth: <u>MM / DD / YYYY</u>	Driver's License or Identification No.: <u>Number from Your Driver's License</u>	Issuing state: <u>TX</u>
<b>Statements Relating To Qualification</b>		
I, <u>the above-named applicant</u> , have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}		
Please select one of the following:		
<input type="checkbox"/> A. I have been found guilty of a crime other than a Class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (f) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}		
<input checked="" type="checkbox"/> B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.		
<b>Notary Public Surety Bond</b> (This space reserved for agency/bonding company)		
KNOW ALL PERSONS BY THESE PRESENTS: That we, <u>the above-named applicant</u> , as principal, and <u>Western Surety Company</u> , as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public. BOND NUMBER: <u>12345</u>		
Agency Name: <u>American Assoc. of Notaries</u> Address: <u>8811 Westheimer, Suite 207 Houston, TX 77063</u>		
Date: <u>MM/DD/YYYY</u> <u>American Association of Notaries</u> Signature of authorized person for surety		
<b>Statement of Officer</b>		
I, <u>the above-named applicant</u> , 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.		
<b>Execution</b>		
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 and with 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: <u>MM/DD/YYYY</u>	<u>Sign your name</u> Signature of Applicant (sign in name given above on line #1 to be used as notary public)	
Form 2301	Questions may be directed to the Notary Public Unit at 512-463-5705.	

Your social security number is required in this field. It is used by the state to maintain the accuracy of notary records, but your social security and driver's license numbers will not be made public.

The notary public application is a public record that is subject to public access and disclosure. If privacy concerns are an issue, you can use a business or post office box address rather than a residence address.

Leave this section blank – it will be completed by the American Association of Notaries as your bonding agency.

Date and sign the Statement of Officer section exactly as your name appears above.



Bonds and errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company (established 1900). American Association of Notaries is owned by Kal Tabbara, a licensed insurance agent in Texas.

**All applications will be reviewed for accuracy before being electronically filed with the Secretary of State.**

If you have any questions, please call us toll-free at 1-800-721-BOND (2663)



# TEXAS NOTARY APPLICATION ORDER FORM (NEW)

## American Association of Notaries

8811 Westheimer, Suite 207 • Houston, TX 77063

I-800-721-2663 • Fax: I-800-721-2664

Email: sales@texasnotary.com

www.texasnotary.com

Office Hours: 9am - 5pm CST

Mail your completed application and order form to:

AAN  
P.O. BOX 630601  
Houston, Texas 77263

Name as it appears on your commission certificate\*

Commission expiration date (mm/dd/yyyy)\*

\*New applicants: Enter your name as it appears on your application. Leave expiration date blank.

**Shipping Information:** Your shipment contains valuable items. Please choose a work street address where someone will be available to sign for your delivery.

Company Name

Address

City

State Zip

Daytime Phone Number ( )

Email Address

AAN Membership/Account No. (if available)

### Form of Payment

Mail to: PO BOX 630601 • Houston, TX 77263

Check enclosed payable to American Association of Notaries

Check No. \_\_\_\_\_

Please charge my credit card account:



Grid for card number: 16 empty boxes

Expiration Date: 4 empty boxes

Customer Signature

Billing Zip Code

### COUPON

#### Notary Package 1\* Includes:

- 4-Year, \$10,000 Notary Bond\* \$ 50.00
- State Filing Fee \$ 21.00
- Self-Inking Stamp (Select option 1 or 2) \$ 18.95
- Notary Record Book (Item #701) \$ 7.95
- Texas Notary Law Manual (TX 804) \$ 14.95
- Emailed in PDF Format
- Go Green
- One-year Membership to AAN \$ 19.00

A Total Value of \$131.85

**YOUR COST \$85.99**

\* Package 1 is available excluding the bond for \$35.99 plus \$5.95 for shipping.

Bond can be purchased separately for \$50. Requests for refunds on all incomplete orders must be in writing. Forms of payment and restrictions apply. Call for details.

Save over 40% on Supplies!

ITEM #	DESCRIPTION	PRICE	QUANTITY	COST
NPI	Notary Package 1*	\$85.99		

Use the space below to order additional notary supplies


### Add 4-Year Errors and Omissions Insurance Policy (Optional)

- \$5,000 - \$21.24
- \$10,000 - \$34.00
- \$15,000 - \$42.50
- \$25,000 - \$51.00
- \$30,000 - \$56.75
- \$35,000 - \$62.00
- \$50,000 - \$102.00
- \$100,000 - \$204.00

Sub-total \$ \_\_\_\_\_  
 USPS Shipping \$ **\$5.95**  
 Sales Tax \$ **Included**  
**TOTAL \$** \_\_\_\_\_



Please add an additional \$5.00 for UPS Ground delivery.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs.

## Indicate Your Choice Of:

1 (✓) Choose Self-inking Notary Stamp Case Color

### OPTION 1

Cosco Self-inking Stamp with Microban® Anti-microbial Additive Item #210



- Green
- Red
- Violet
- Yellow
- Pink
- Mint
- Orange
- Purple
- Blue
- Black
- Gray

### OPTION 2 Trodat Printy 4.0-4913 Notary Stamp - Item #201



- Light Pink
- Apple Green
- Fuchsia Pink
- Violet
- Flame Red
- Lilac
- Mint
- Mango
- Artic White
- Sky Blue
- Eco Black
- Eco Gray

2 (✓) Indicate choice of stamp ink color:

- black
- blue
- red
- purple
- green

\* NOTE: If no stamp case or ink color is selected you, will receive a gray case and black ink.

Bonds and errors and omissions insurance policies provided by this insurance agency, American Association of Notaries, Inc., are underwritten by Western Surety Company (established 1900). American Association of Notaries is owned by Kal Tabbara, a licensed insurance agent in Texas.