

**Form 2306—General Information  
(Request for Duplicate Notary Public Commission)**

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

**Commentary**

Notary public commissions expire four years from the date of issuance. If a notary's commission is lost or destroyed before it expires, the notary may use this form to request a duplicate commission.

**Instructions for Form**

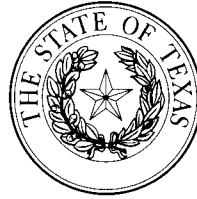
- **Identifying Information:** Enter the name under which your notary public commission was issued. Your social security number will be used only to maintain the accuracy of the secretary of state's records. The secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request and will disclose the number only when required by law.

A document on file with the secretary of state is a public record subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence if privacy concerns are an issue.

- **Request for Duplicate Commission:** Select either A or B to indicate whether would like to receive your duplicate commission by mail or email. If you choose email, your commission will have an updated look and you will not receive materials in the mail.
- **Delivery Instructions:** The fee for a request for a duplicate commission is **\$10**. The completed form may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375; faxed to (512) 463-0873; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. If a document is transmitted by fax, credit card information must accompany the transmission (Form 2101).

Revised 05/2011

Submit to:  
SECRETARY OF STATE  
Statutory Documents Section  
P O Box 13375  
Austin, TX 78711-3375  
512-463-5705  
512-463-0873 – Fax (include credit card  
information for payment (Form 2101))  
Filing Fee: \$10



**REQUEST FOR DUPLICATE  
NOTARY PUBLIC COMMISSION**

**Identifying Information**

Social Security No.: \_\_\_\_\_ OR Secretary of State Notary ID: \_\_\_\_\_

Name:

\_\_\_\_\_  
*Last First Middle Suffix*

Commission Expires: \_\_\_\_\_  
*mm/dd/yyyy*

Please update my official address in the secretary of state's records. My current mailing address is:

\_\_\_\_\_  
*Street City County State Zip*

**Request for Duplicate Commission**

My original notary public commission was lost, destroyed, or stolen. I request a duplicate commission

A. to be sent to me at the following email address: \_\_\_\_\_

Select this option (A) for faster, electronic return of your commission (you will not receive materials by mail).

**OR**

B. to be sent to me by mail at my official address in the secretary of state's records.

**Execution**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed or typed name of Notary