



# Texas Notary Commission Process

## *Step-by-Step Instructions to Begin My Notary Commission*

### ❑ **Step 1**

I am eligible to become a Notary in the state of Texas and in compliance with state requirements:

- 18 years or older
- Reside in the state of Texas
- If I am a resident of an adjacent state, I am an escrow agent as required by law
- No federal convictions; any criminal convictions assessed on a case-by-case basis

### ❑ **Step 2**

I purchased my state-required Notary bond, stamp, \$21 state fee, and journal at [NationalNotary.org/TX/Become](http://NationalNotary.org/TX/Become), or by calling 1-800-876-6827.

**NOTE: If you are a state employee, please contact customer service at 1-800-876-6827 for assistance with your order.**

### ❑ **Step 3**

I completed my Texas Notary application at [NationalNotary.org/TXapp](http://NationalNotary.org/TXapp) using the convenient application wizard to help me avoid mistakes. Or, I downloaded and filled out the [application provided by the state](#) and sent it to the NNA. Once received, we'll review it for accuracy and submit it to the state on your behalf.

### ❑ **Step 4**

I received the supplies that I purchased that are not dependent upon my commission being approved by the state (e.g. Notary journal, *TX Law Primer*, etc...).

### ❑ **Step 5**

I received my commission certificate from the state of Texas.

### ❑ **Step 6**

I took my commission certificate to a Texas Notary, signed my oath of office, and had it notarized. I did not notarize it myself.

### ❑ **Step 7**

I received my Notary stamp and optional insurance (If purchased). If not, I have emailed a copy of my commission certificate with my NNA customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed it to 1-800-833-1211.



❑ **Step 8**

Once I have my Notary stamp and have taken my oath of office, I can begin performing my duties as a Texas Notary Public.

NOTE: Any [Texas Notary package](#) you purchase from the NNA will include all of your state required items: Notary bond, \$21 application fee, and Notary stamp. It's the best and most convenient way to make sure you have everything you need to become a Texas Notary. I received my Notary stamp and optional insurance (If purchased). If not, I have emailed a copy of my commission certificate with my NNA customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed it to 1-800-833-1211.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/TX/Become](http://www.NationalNotary.org/TX/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)