NATIONAL NOTARY ASSOCIATION



Texas Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

❑ Step 1: Confirm You Meet Texas Notary Eligibility Requirements

I meet the eligibility requirements to become a Texas Notary Public:

- **I am at least 18 years or older**
- **I am a resident in the state of Texas, or an escrow agent residing in a state adjacent to Texas**
- **I have not been convicted of a felony or a crime involving moral turpitude that has not been dismissed or discharged by law**

❑ Step 2: Complete the State-Required Texas Notary Education Course

Effective January 1, 2026, all Texas Notary applicants must complete the required education provided by the State of Texas.

- I completed the course through the state
- I saved my course completion certificate**,** which is required when submitting my application

❑ Step 3: Purchase My Texas Notary Bond and Supplies

I purchased my state-required Notary bond and any desired supplies at NationalNotary.org/TX/Become, or by calling 1-800-876-6827.

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

❑ Step 4: Receive and Review My Bond Form

I received my completed bond form from the NNA, along with instructions for submitting it with my application through the Texas Secretary of State's website.

Important: The name on the bond form must match exactly the name on your Notary application or the name you plan to use in the SOS Portal to avoid rejection. If corrections are needed, please contact us via email at insurance@nationalnotary.org.

❑ Step 5: Submit My Texas Notary Application

I completed my Texas Notary application through the Secretary of State's website and:

- Uploaded my completed bond form
- Uploaded my education course completion certificate
- Paid the required state filing fee.

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❑ **Step 6: Received My Notary Supplies (If Applicable)**
I received any supplies that are **not dependent on commission approval (e.g.** Notary journal, Texas Law Primer)

❑ **Step 7: Receive My Commission Certificate**
I received my Texas Notary commission certificate via email from the state of Texas.

❑ **Step 8: Complete My Oath of Office**
I took my commission certificate to another Texas Notary, signed my oath of office, and had it notarized. *(I did not notarize it myself.)*

❑ **Step 9: Received My Notary Stamp and E&O Insurance (If Purchased)**

I received my Notary stamp and my E&O insurance policy (If purchased).

If not, I have emailed a copy of my commission certificate along with my NNA customer ID number to: Releasing@NationalNotary.org, or faxed it to 1-818-332-4019.

❑ **Step 10 Begin Performing Notarial Acts**
Once I have my Notary stamp and have completed my oath of office, I may 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 surety bond, Notary seal stamp, and journal. It's the best and most convenient way to make sure you have everything you need to become a Texas Notary.

Questions? Contact our Customer Care Professionals
Email: Services@NationalNotary.org
Website: www.NationalNotary.org/TX/Become
Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)