



Texas Notary Commission Renewal Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

I meet the eligibility criteria to renew as a Notary in the state of Texas and comply with all state requirements.

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

☐ **Step 2**

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

Note: If you are a state employee, please contact customer care for assistance with your order.

☐ **Step 3**

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.

Note: 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 at insurance@nationalnotary.org.

☐ **Step 4**

I completed my Texas Notary application on the [Secretary of State website](#), uploaded my completed bond form, and paid my filing fee.

☐ **Step 5**

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

☐ **Step 6**

I received my commission certificate via email from the state of Texas.

☐ **Step 7**

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 8**

I received my Notary stamp and my E&O insurance policy (If purchased). If not, I have emailed a copy of my commission certificate with my NNA customer ID number to: Releasing@NationalNotary.org, or faxed it to 1-800-833-1211. Once my documents have been received, my Notary seal stamp will be shipped within 3-5 business days.



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❑ **Step 9**

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 renewal supply 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 as a renewing Notary in Texas.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/TX/Renew

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