



Texas Notary Commission Renewal Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am in compliance with state requirements and am eligible to Renew my Notary commission in the state of Texas:

- I reside in the state of Texas
- If I am a resident of an adjacent state, I am an escrow agent as required by law
- I don't have any federal convictions; any criminal convictions are assessed by the state of Texas 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/Renew, or by calling 1-800-876-6827.

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

❑ **Step 3**

I completed my Texas Notary application at 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, or faxed it to 1-800-833-1211.



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❑ **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 renewal supply 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 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)