

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/TX/Renew](http://www.NationalNotary.org/TX/Renew)

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

### Step 1

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

- **18 years or older**
- **Reside in TX**
- **No federal convictions; any criminal convictions assessed on a case-by-case basis**
- **If I am resident of an adjacent state, I must be an escrow agent**

### Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/TX/Renew](http://www.NationalNotary.org/TX/Renew) or I called 1-800-876-6827.

*Please note: If I am a state employee without a Notary bond, I have noted on my seal stamp request "Notary without bond."*

### Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### Step 4

I completed my commission application

<https://www.nationalnotary.org/state-applications/texas> and email it to [Applications@NationalNotary.org](mailto:Applications@NationalNotary.org), or mail it to

**National Notary Association  
9350 De Soto Avenue  
Chatsworth, CA 91311-4926**

### Step 5

I have received my commission certificate from the state.

### 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**. Once my documents have been received, my stamp will be shipped within 3 business days.

### Step 7

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

### Step 8

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