Texas Online Notary Commission Process

Step-by-step instructions on how to become an Online Notary in Texas.

1. **Be a Commissioned Texas Notary**
   Before applying to become a Texas RON, you must be commissioned as a traditional Notary Public in the state of Texas.

2. **Choose a RON Technology Provider**
   To perform remote notarizations, you'll need to choose a RON technology provider that meets Texas state requirements for virtual notarizations.

3. **Obtain your Digital Certificate, Electronic Seal, and Electronic Journal**
   You'll need a digital certificate, electronic seal, and electronic journal compatible with the RON technology provider you decide to use. These digital supplies may already be included with your RON technology provider's system.

4. **Complete the Texas Secretary of State Application Form**
   Visit the Texas Secretary of State website to complete your online Notary application.

   When filling out your application, download the Statement of Officer form and sign it using your digital certificate. Then, upload your signed form and electronic seal to your application.

5. **Submit Your Application to the Texas Secretary of State and Wait for Approval**
   Once you're ready, submit the completed application along with the $50 application fee and $1.35 convenience fee to the Texas Secretary of State for approval.

   Be prepared to receive a reference number and email regarding your application within three business days.

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