Form 2301—General Information
(Application for Appointment as Texas Notary Public)

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. ***This form and the information provided are not substitutes for the advice and services of an attorney.***

Commentary

Notaries Public are governed primarily by Chapter 406 of the Texas Government Code, Chapter 121 of the Texas Civil Practice & Remedies Code, and the Secretary of state's administrative rules found in Title 1, Chapter 87 of the Texas Administrative Code. Section 406.005 of the Government Code sets forth the requirements for a notary public application.

Notary commissions are effective as of the date of qualification of the applicant. Commissions expire four (4) years from the date of issuance and may be renewed by filing an application for renewal no earlier than 90 days before expiration. *This form is required for both new applications and renewals for Texas residents who are not employed by the state of Texas.* State employees should complete Form 2301-NB, available from the State Office of Risk Management. Escrow officers residing in adjacent states should complete Form 2301-E.

Instructions for Form

Identifying Information: You must enter your name exactly as you intend to sign documents as a notary public. Your commission will be issued in the name on the application.

The disclosure of your social security number is mandatory under § 406.005(a), Government Code. It will be used only to maintain the accuracy of the Secretary of state's records. The Secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request and will disclose the number only when required by law.

A document on file with the Secretary of state is a public record subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence if privacy concerns are an issue.

Provide your email address for electronic return of your commission. You will not receive materials by mail and the Office of the Secretary of state may use your email address to send correspondence.

Statements Relating To Qualification: By signing the application, the applicant swears to meeting the qualification requirements for the office of a notary public. ***A notary public must be at least 18 years of age, be a legal resident of Texas, and not have a final conviction for a felony or a crime involving moral turpitude.***

When reporting criminal history on this form, you must disclose findings of guilt, or pleas of guilty or nolo contendere from any jurisdiction, including state and federal courts, military tribunals, and jurisdictions outside the U.S., regardless of whether the case has been appealed. Class C misdemeanors need not be disclosed. If you are unsure of the class of a crime or whether you were found guilty, disclose the crime and explain the circumstances.

Applications are subject to background investigations. *If a background investigation reveals any crimes (other than a Class C misdemeanor) that you failed to disclose on your application, denial or revocation of your notary commission may result.*

Notary Public Surety Bond: A notary public must secure a $10,000 surety bond. An authorized person for the surety company providing the bond must sign in the space provided. To obtain the signature, take the form to an insurance agency or bonding company for completion, *unless it is preprinted with the name and address of an insurance agency/surety company. If it is preprinted, return it to the agency specified on the bond for completion.* Only a bond written by a company licensed in Texas to issue fidelity and surety bonds will be accepted.

A premium will be collected by the company from which you purchase the bond. Check with the surety company for the premium rate.

Attachments: The following items *must* be included with the application: (1) attachments regarding criminal convictions, if any; and (2) filing fee of **$21**. All applications submitted are subject to background checks upon receipt in our office.

Payment and Delivery Instructions: The filing fee for a new or renewal application is **$21**. Fees may be paid by personal checks, money orders, LegalEase debit cards or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable to the Secretary of state through a U.S. bank or financial institution. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

The completed form, along with the filing fee and any attachments, may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375 or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. The Secretary of state will issue a notary commission upon filing of a completed, qualified application.

Form #2301 Rev. 04/2013

This space reserved for SOS use

If renewing, mark this box: ☐
Commission Expires: ___/___/___

APPLICATION FOR APPOINTMENT AS TEXAS NOTARY PUBLIC

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: **(This is the name you will be required to sign when notarizing.)**

Last *First* *Middle (not required)* *Suffix*

Social Security No.: - -

Required by TX Gov't Code §406

Mailing Address: **(Please notify the secretary of state of an address change within 10 days)**

Street *City* *State* *Zip* TX

Residence County:

Email address for return of commission (print legibly): _____

(Your commission will come from **notarypubliccommission@sos.state.tx.us** ***and you will NOT receive materials by mail.)***

Alternate email address for return of commission (optional): _____

Date of Birth: ___/___/___ Driver's License or Identification No.: _____ Issuing state: _____

Statements Relating To Qualification

I, *the above-named applicant* **, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas.** ***{All applications are subject to a background check.}***

Please select one of the following:

☐ A. I have been found guilty of a crime other than a Class C misdemeanor. *(Applicants selecting this option must attach the following for each crime:* ***(1)*** *copies of court order and sentence, and papers pertaining to release from probation; and* ***(2)*** *a statement of* ***(i)*** *the nature, circumstances, date, and location, and* ***(ii)*** *whether the case is on appeal.)* ***{A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}***

☐ B. I have never been found guilty of a crime **OR** I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond

(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:
That we, *the above-named applicant*, as principal, and WESTERN SURETY COMPANY, as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of TEN THOUSAND DOLLARS for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.

BOND NUMBER: _____

Agency Name: _____ Address: _____
Street *City* *State* *Zip*

Date: _____

_____
Signature of authorized person for surety

Statement of Officer

I, *the above-named applicant*, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Execution

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: _____

_____
Signature of Applicant ***(sign in name given above on line #1 to be used as notary public)***