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TEXAS NOTARY PUBLIC APPLICATION PROCESS

The TX Secretary of State recently modernized the process to apply for a notary commission. An applicant must secure a \$10,000 surety bond. CNA Surety is able to provide you with the easiest application process and electronic filing of the bond for TX Notaries. Please follow the procedure outlined below:

- ✓ Create an account on the TX Secretary of State (SOS) website.
- ✓ Complete the TX SOS Notary Education Course on the TX SOS site - this is mandatory starting January 1, 2026. Note, you cannot apply for a bond until completion of this course.
- ✓ Print or save a copy of the Test Assessment Letter from the TX SOS.
- ✓ Fully complete this application and email or mail it to your agent. Be sure to attach the Test Assessment Letter with your application.
- ✓ Once CNA Surety receives the application, we will electronically file it with the TX Secretary of State (SOS) on your behalf. We will email a confirmation to your agent once our process is completed. The only document sent by CNA Surety is the billing invoice.
- ✓ Submit the full payment of \$71.57 for the bond premium and the filing fee to your agent or pay online at <https://onlinepay.cnasurety.com/EpayWeb>. (If you purchase an Errors and Omissions Policy, submit payment for that also.)
- ✓ The TX SOS will contact you at the email address provided on your application to log onto the TX SOS Customer Portal to complete the process. This must be completed within 89 days or your application will be withdrawn.
- ✓ Follow the TX SOS instructions and electronically sign.
- ✓ If your application is accepted after your background check, your commission information will be available on the TX SOS website.
- ✓ If your application is not accepted, your bond premium and filing fee will be refunded to you.

**Questions about the Notary Commission status and process,
please contact the Texas SOS at
<https://www.sos.state.tx.us/statdoc/notary-public.shtml>**



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TEXAS NOTARY PUBLIC BOND APPLICATION

Applicant Information:

Have you completed and passed the TX SOS Notary Education Course? YES NO
 (attach a copy of the Test Assessment Letter)

Are you currently or have you ever been commissioned as a Texas Notary? YES NO

If Yes, Current Commission Expiration Date: ____ / ____ / ____ Notary ID#: _____

Has your name changed since your last commission? YES NO

Please provide your current name:

First Name: _____ Middle Name: _____ Last Name: _____ Suffix: _____

Home Address Business Address (Check one)

Street Address: _____ Ste: _____

City: _____ State: _____ Zip Code: _____

County: _____ Email Address: _____

Applicant Identification:

Social Security Number: ____ - ____ - ____

Date of Birth ____ / ____ / ____

Driver's License: _____ Issuing State: _____

If you are an Escrow Officer residing in an adjacent state:

Escrow License Number: _____ Escrow Expiration Date: _____

Statement Relating to Eligibility (Check one box):

I have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.

I have been found guilty of a crime other than a Class C misdemeanor.

Additional Coverage (Optional):

If you would like to purchase **Notary Errors and Omissions Insurance** to protect you when performing your duties as a notary, please select an amount.

(Higher limits, up to \$100,000, are available. Please contact your agent for more information.)

\$10,000 policy - \$34.00 \$15,000 policy - \$42.50 \$25,000 policy - \$51.00

Your CNA Surety Agent is:

Address _____ Street _____

City _____ State _____ Zip _____

Agent's Code _____

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.



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