

INSTRUCTIONS FOR COMPLETING TEXAS NOTARY APPLICATION

STEP 1 ► APPLICATION

Type or print your social security number.*

Type or print your name exactly as you intend to sign documents as a notary public. You do not need to use your full name. Examples of suffix include: Jr., Sr., III, etc.

Mailing address can be your home or business address.

Enter your email address for your commission and oath to be delivered electronically from the Secretary of State.

If you do not have a Texas Driver's License, type or print the number of your Texas ID Card or the number from your other state issued ID.

As a reminder, if you have been found guilty of a crime, you must submit proper documentation to assist the Secretary of State's Notary Unit in determining qualification. PLEASE NOTE: the processing time is approximately 4-6 weeks.

BOND

Leave this section blank. We will complete your bond and deliver it to the Secretary of State for processing.

STATEMENT OF OFFICER

Date and sign the **Statement of Officer** at the RED (X) exactly as name appears above. **DO NOT HAVE THIS FORM NOTARIZED.**

*The disclosure of your social security number is mandatory. Its solicitation is authorized by Chapter 406 of the Government Code and is used to maintain accuracy of the notary records.

STEP 2 ► ORDER FORM

Select a notary package and indicate your stamp color where applicable. Select additional supplies you wish to purchase and total your order.

STEP 3 ► PAYMENT

Mail the completed forms with a credit card number, check, or money order made payable to **NOTARY PUBLIC UNDERWRITERS AGENCY OF TEXAS** in the enclosed envelope. Any questions? Contact us at 1.800.821.0822 or info.tx@npuonline.com and we will be glad to help.

WHO PROTECTS YOU?

The Required Notary Bond Protects the Public. Errors & Omissions Protects You!

Because you will be handling very important documents you are vulnerable to lawsuits. With Errors & Omissions insurance, you will be protected against liability the entire term of your commission.

Consider this Actual Case:
A Notary is sued by a property owner and a bank. She's done nothing wrong, but has been deceived by identity thieves. The lawsuits were settled rather than enduring prolonged litigation. An Errors & Omissions policy would have protected her.

**Errors & Omissions is Affordable.
Make Sure You're Covered.**



www.NotaryPublicUnderwriters.com
800.821.0822 • info.tx@npuonline.com

Notary Errors & Omissions policies are underwritten by Universal Surety of America.



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.)

Social Security No.:

Last First Middle (not required) Suffix

Required by TX Gov't Code §406

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

Residence County:

Street Suite or Apt. No. City State Zip

Email address for return of commission (Legible):

(Your commission will come from notarypubliccommission@sos.texas.gov and you will NOT receive materials by mail.)

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 Universal Surety of America, 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: Notary Public Underwriters Agency of Texas

Address: PO Box 7457 Tallahassee, FL 32314-7457

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: _____

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

ORDER FORM - TEXAS

800.821.0822 • www.NotaryPublicUnderwriters.com • info.tx@npuonline.com



Notary Public*
UNDERWRITERS AGENCY OF TEXAS

P.O. Box 7457 • Tallahassee, FL 32314-7457

P-514

Select One of These Notary Packages!

Basic Notary Package

- > 4 Year \$10,000 Notary Bond* - \$50.00
- > State Filing Fees* - \$21.00
- > Notary Public Record Book - \$10.00
- > Rectangular Self-Inking Stamp - \$26.00
(Your choice of stamp case color!)

\$107⁰⁰

Standard Notary Package

- > 4 Year \$10,000 Notary Bond* - \$50.00
- > State Filing Fees* - \$21.00
- > Notary Public Record Book - \$10.00
- > Rectangular Self-Inking Stamp - \$26.00
(Your choice of stamp case color!)
- > \$10,000 Errors & Omissions Policy - \$34.00

\$141⁰⁰

Professional Notary Package

- > 4 Year \$10,000 Notary Bond* - \$50.00
- > State Filing Fees* - \$21.00
- > Notary Public Record Book - \$10.00
- > Rectangular Self-Inking Stamp - \$26.00
(Your choice of stamp case color!)
- > \$25,000 Errors & Omissions Policy - \$51.00

\$158⁰⁰

PRODUCT DESCRIPTION	QTY	PRICE	TOTAL
Basic Notary Package <i>(choose stamp case color)</i>		\$107.00	
Standard Notary Package <i>(choose stamp case color)</i>		\$141.00	
Professional Notary Package <i>(choose stamp case color)</i>		\$158.00	
Notary Bond & State Filing Fees Only		\$71.00	
4 YEAR ERRORS & OMISSIONS POLICIES			
\$ 10,000 Errors & Omissions Policy		\$34.00	
\$ 25,000 Errors & Omissions Policy		\$51.00	
\$ 50,000 Errors & Omissions Policy		\$102.00	
\$100,000 Errors & Omissions Policy		\$204.00	
ADDITIONAL SUPPLIES			
Notary Public Record Book*		\$10.00	
Texas Notary Handbook		\$15.25	
Rectangular Self-Inking Stamp <i>(choose stamp case color)</i>		\$26.00	
Round Self-Inking Stamp <i>(choose stamp case color)</i>		\$30.95	
Rectangular Mobile Stamp <i>(choose stamp case color)</i>		\$28.00	
Heavy Duty Round Self-Inking Stamp		\$47.95	
Notary Embosser <i>(additional colors available online)</i>		\$34.95	
Impression Inker		\$18.75	
Display Sign <i>(additional colors available online)</i>		\$16.50	
American Society of Notaries One Year Membership		\$39.00	
Shipping & Handling			\$9.95
		AMOUNT ENCLOSED	

*Required for all Notary Applicants in the state of Texas

Prices Include Texas Sales Tax Where Applicable

If we cannot process your order within 12 months due to lack of information, we are no longer obligated to fulfill your order and payment becomes non-refundable.

Payment: Check Money Order

Name On Card: _____

Card No.: _____ Expires: _____ MM/YY

Security Code: _____ Billing Zip Code: _____

Signature: _____
For Credit Card Authorization Only

Choose your stamp case COLOR:

Rectangular Self-Inking Stamp



Round Self-Inking Stamp



See Details About our
**Online Education &
Additional Products on
Reverse Side!**

Rectangular Mobile Stamp



Home Address:

Street Address/PO Box _____

City _____ State _____ Zip _____

Phone Number _____

Email: _____

(By providing your email address on the order form or application, you are opting in to receive emails such as order statuses, renewal reminders, law updates and other notary related information.)

Return Application, Order Form & Payment by:

TX-07 (10/23) Scan & Email: info.tx@npuonline.com • Mail: Notary Public Underwriters Agency of Texas, Inc. • P.O. Box 7457 • Tallahassee, FL 32314-7457

ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

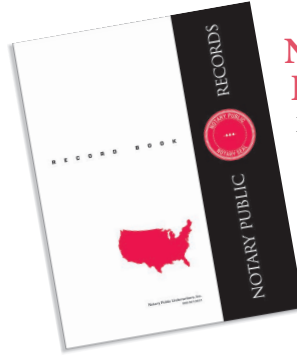
For More Notary Products & Options Visit Our Website at www.NotaryPublicUnderwriters.com



Online Education (Purchase Online) **\$25⁰⁰**

Gain knowledge of Texas notary laws and procedures that will help you perform notarizations accurately and with

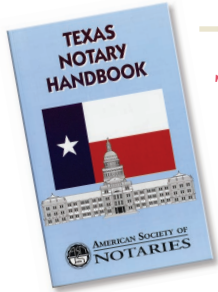
confidence. Our online course is self-paced and offers practical information that will be beneficial to you as a Texas Notary Public. Visit www.NotaryPublicUnderwriters.com to purchase and complete the course.



Notary Public Record Book **\$10⁰⁰**

Record the details of the notarial acts you perform with this record book. It includes room for 256 entries and complete "how to" instructions.

Maintaining a record book is required by Texas law.



Texas Notary Handbook **\$15²⁵**

Everything you need to know about being a notary public is in this helpful and informative manual.



Rectangular Self- Inking Stamp **\$26⁰⁰**

Express yourself with one of our colorful self-inking stamps! The Printy stamp from Trodat® is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad. (Choose stamp case color on front of form.)



Round Self-inking Stamp **\$30⁹⁵**

The Trodat® round self-inking stamp produces thousands of consistent impressions without the need of a separate stamp pad. Designed to produce an imprint equal in size to the notary embosser. This stamp can also be carried easily without the worry of creating a mess thanks to the cap supplied in a color matching the stamp itself. (Choose stamp case color on front of form.)



Rectangular Mobile Stamp **\$28⁰⁰**

This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)



Heavy Duty Round Self- Inking Stamp **\$47⁹⁵**

High-quality stamp designed for high volume usage and many years of service. This stamp's sturdy steel and high-impact plastic construction makes it the most durable stamp on the market. Great for notary and professional legal seals.



Notary Embosser **\$34⁹⁵**

This portable embosser, with soft rubber grip handle, produces a clear, raised impression with every use. Texas law requires inking of embossed seal imprint. We recommend our impression inker. *Additional colors available online.*

Impression Inker **\$18⁷⁵**

A must have, since Texas law requires inking of embossed seal imprints. The inker quickly marks the raised portion of the impression with black ink.



Additional colors available online.

Display Sign **\$16⁵⁰**

Advertise your services with this 3.75" x 7.875" personalized display sign. Custom engraved with your name in white lettering on a black background set on a clear acrylic base.

American Society of Notaries One Year Membership **\$39⁰⁰**



Join the nation's original professional non-profit association for notaries public in the United States. American Society of Notaries is dedicated to providing its members with education, professional service and technical support; promoting high ethical standards; and increasing public awareness of notaries' valuable contributions.

Lifetime Guarantee on all Stamps and Seals!
1.800.821.0822 • www.NotaryPublicUnderwriters.com

Notary Public
UNDERWRITERS AGENCY OF TEXAS



WHO PROTECTS YOU?

The Notary Bond Protects the Public. Errors & Omissions Insurance Protects You!

Lawsuits involving Texas notaries are on the rise. Even if the suit is not valid, you may still face an expensive legal bill for defending yourself. The required notary bond protects the public, not you.

Notary Public Errors & Omissions Insurance defends you against lawsuits. For pennies a day you can be protected against financial loss.

Can you afford a costly lawsuit because you made a small mistake during a notarization?

Gain peace of mind. Purchase the Notary Errors & Omissions policy that best fits your needs.

Errors & Omissions is Affordable. Make Sure You're Covered.

Further questions? Contact us at 1.800.821.0822 or info.tx@npuonline.com and we'll be happy to help.

Or visit our website:
www.NotaryPublicUnderwriters.com

Consider these Actual Cases:

- A property owner and a bank sued a Notary. She did nothing wrong, but was deceived by identity thieves. The Notary chose to pay to settle both lawsuits rather than endure prolonged litigation. *An Errors & Omissions policy would have protected her.*
- A Notary witnessed the signature of a minor on a deed transfer, using a passport as identification. When the parents divorced, the Notary was sued on behalf of the child by her legal guardian. Because she had an Errors & Omissions policy, the Notary avoided substantial legal fees. *She was fully protected.*
- In a real estate transaction, a Notary witnessed signatures that later proved to be forgeries. Even though she was acting on instructions from her boss, the notary was held liable for \$5,000 in damages.

See the Order Form to Sign Up – TODAY!

All Prices Cover Your Entire 4-Year Term!

PRODUCT DESCRIPTION	PRICE
\$10,000 Errors & Omissions Policy	\$34.00
\$25,000 Errors & Omissions Policy	\$51.00
\$50,000 Errors & Omissions Policy	\$102.00
\$100,000 Errors & Omissions Policy	\$204.00

Notary Errors & Omissions policies are underwritten by Universal Surety of America.

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