

APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC WITHOUT BOND

DO NOT STAPLE

Type or Print Using Black Ink Only!

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THIS APPLICATION MUST BE ONE PAGE, FRONT AND BACK

NOTAPPL 06/2004 (THIS AREA FOR SEC. OF STATE USE ONLY)

(1) SOCIAL SECURITY #: _____ - _____ - _____ *

(2) NAME TO BE USED AS A NOTARY PUBLIC:

(LAST) (FIRST) (MIDDLE) (SUFFIX)

(3)(A) MAILING ADDRESS: (Must be the Applicant's street address)

(STREET ADDRESS/RURAL ROUTE) (CITY) (STATE) (ZIP CODE)

(3)(B) State Agency Address: (Must be State of Texas Employers Address)

(STREET ADDRESS/RURAL ROUTE) (CITY) (STATE) (ZIP CODE)

(4) RESIDENCE COUNTY: _____

(5) DATE OF BIRTH: _____ (Month/Day/Year)

(6) TEXAS 8 DIGIT DRIVER'S LICENSE # OR TEXAS ID#: _____

(7) [] YES [] NO IS THIS A RENEWAL? (The commission must currently be in effect for this to apply)

(a) If YES, give date your current commission expires _____ (Month/Day/Year)

DO NOT SUBMIT IF YOU HAVE MORE THAN 90 DAYS REMAINING ON YOUR CURRENT TERM

(b) Name in which your present commission was issued _____

(8) [] YES [] NO HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A CRIME INVOLVING MORAL TURPITUDE, OR, IF THIS IS A RENEWAL, HAS THERE BEEN ANY CONVICTION SINCE YOUR LAST APPOINTMENT? If YES, submit a copy of the final conviction and a statement of the facts, if any, regarding restoration of citizenship rights. APPLICATIONS ARE SUBJECT TO BACKGROUND INVESTIGATIONS.

(9) [] YES [] NO ARE YOU A LEGAL RESIDENT OF TEXAS?

I hereby apply for appointment as a Notary Public in the State of Texas, and certify that the information herein provided is true and correct and that I am not disqualified by law or any other reason from holding the office of Notary Public.

X _____

SIGNATURE OF APPLICANT

SIGNATURE ABOVE AND NAME #2) MUST MATCH

INFORMATION

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

ELIGIBILITY: To hold the office of Notary Public an applicant must be at least 18 years of age and a legal resident of the State of Texas and must not have been convicted of a felony or crime involving moral turpitude.

NAME TO BE USED AS A NOTARY PUBLIC: When asked in #2 to provide the name to be used as a Notary Public, you should enter the name exactly as you intend to sign documents when acting as a Notary Public. Your commission will be issued in the name you choose. The name can be the full legal name or any variation thereof. For instance, if your full legal name is Gloria Ann Smith, you may choose to qualify as a Notary Public under the name Gloria A. Smith. There is not a statutory requirement that you use your full legal name. However, when signing as a Notary Public, you may use only the name under which you qualified. Some examples of a commonly used Suffix are: Sr., Jr., III.

CRIMINAL CONVICTION: A criminal conviction does not automatically render you ineligible to hold the office of Notary Public. The application will be reviewed to make a determination on whether the applicant is eligible to become a Notary Public. You may request copies of any information this office collects about you, and you are entitled to have incorrect information corrected.

SIGNATURE: For Signature of Applicant you must sign in the name you will use when acting as a Notary Public. For instance, if you print the name Gloria A. Smith in #2), you must sign Gloria A. Smith for Signature of Applicant.

STATEMENT OF OFFICER
(Pursuant to Art. XVI, Section 1, Texas Constitution)

I, _____, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute
(Applicant's Name)
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.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN
ARE TRUE.

DATE _____ X _____
Applicant's Signature

THE FOLLOWING INFORMATION MUST BE COMPLETED BY THE STATE OFFICE OF RISK MANAGEMENT
State Office of Risk Management, Bonds and Insurance Section, P. O. Box 13777, Austin, Texas 78701-3777

THE STATE OFFICE OF RISK MANAGEMENT ("SORM") VERIFIES THAT _____
(Applicant's Name)

IS AN EMPLOYEE OF _____ AND, PURSUANT TO § 653.012 OF THE GOVERNMENT CODE,
(State Agency Name and Code Number)

IS AUTHORIZED TO BE COMMISSIONED AS A TEXAS NOTARY PUBLIC WITHOUT PROVIDING A NOTARY PUBLIC SURETY BOND.

BY _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF SORM

PRINTED NAME OF SORM REPRESENTATIVE

INSTRUCTIONS

Complete both sides of this form using black ink or a typewriter. **THIS FORM MUST BE ONE PAGE, FRONT AND BACK (8 1/2 x 11).**

RENEWALS: Same procedure and fee as required for obtaining original commission. A Notary Public may be reappointed upon submission of a new application not earlier than ninety (90) days prior to the expiration of the Notary Public's term. A Notary Public who is not reappointed on or before the expiration date of the term the Notary Public is serving will be appointed for a new term expiring four years from the date of qualification.

COSTS TO BE A TEXAS NOTARY PUBLIC: Secretary of State fee of \$11.00 and the costs of purchasing a personalized notary seal and record book (available from an office supply company).

The completed application and executed Statement of Officer must be submitted to the State Office of Risk Management, (512) 936-2942, Bonds and Insurance Section, P. O. Box 13777, Austin, Texas 78701-3777. The State Office of Risk Management will complete the required verification and forward the verified application and \$11.00 filing fee to the Secretary of State.

QUESTIONS: Any questions concerning the completion of the application may be directed to the Notary Public Unit at (512) 463-5705.