



NOTARY INSURANCE SERVICES, INC.

Texas Notary Service Center™
4107 South 1st Street, Austin Texas 78745 -1124
Phone: 512-443-9202 Fax: 707-7115

Dear Applicant:

[Copy form for multiple applicants]

Enclosed find the materials you requested! Please follow these 4 steps tor appointment.

- A. Fill out items 1 - 9 on the APPLICATION FORM and sign* it at the..... **X's**.
- B. Sign the **STATEMENT OF OFFICER** section.
- C. Print and sign your name at the **OFFICIAL NOTARY PUBLIC BOND**..... section.
* Note: Three (3) signatures must match name stated in: Name to be used.....
- D. Mail us the completed application, order, and payment in the enclosed envelope.
Note: Application must be printed on a single page, back and front!

Upon receipt, we will endorse the Bond and then file the Application with the State. It normally takes #7 days processing forCertificates. Supplies are shipped once Commissioned is verified!

If you have any questions on these instructions, please call. Thank you for using our service.

Sincerely,

Western Surety Company, Dallas Tx, Est. 1900

F. Henry Garcia
Director

APPLICATION MUST BE 1 PAGE, front & back
STAMP IS MADE FOR UNMARKED ORDER!

----- Detach and Return! -----

Notary Insurance Services, Inc.
4107 South 1st St., Austin, Tx. 78745
Phone: 512-443-9202 Fax: 707-7115

ORDER FORM

Notary Appointment Package:	
Required Bond & State Filing Fee.....	\$ 71.00
Official Journal & Fee Chart.....	\$ 15.00
Handbook, Updates & Decal.....	Free
Embosser <input type="checkbox"/> or Pre-ink stamp <input type="checkbox"/>	\$ 24.00
Includes tax & shipping! 3/5 Delivery! Total:	\$110.00

Yes! Process my bond and file my notary application. Enclosed is my payment of \$71.00 (\$50 bond fee and \$21 state fee) or \$_____ for package offer. Check enclosed - payable to Notary Insurance Services or Charge: MasterCard Visa American Express Discover

Card # _____ Expires: _____

Signature: _____

Notary's Name* _____ Company Name _____

Business Shipping Address(no po boxes) _____ # _____ Pick one: UPS _____ or USPS _____ USPS is not guaranteed!

City/State/Zip _____

Bus. Phone: _____ Home: _____ Qualify Date: _____ *NOTE: Seal will be made with

Please send Tx. Notary Public Handbook, 2003 Law Updates and information on the Notary Bureau! **New laws in effect: 9-1-03** name indicated!

Refunds are subject to a \$20.00 fee!

Tx-1 Convright: NIS 2003

APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC

DO NOT STAPLE

Type or Print Using Black Ink Only!

DO NOT STAPLE

THIS APPLICATION MUST BE ONE PAGE, FRONT AND BACK

NOTAPPL 09/2003 (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) MAILING ADDRESS:

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

(4) RESIDENCE COUNTY: _____

(5) DATE OF BIRTH: _____

(Month/Day/Year)

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

b. OR DRIVERS LICENSE # ISSUED FROM ANOTHER STATE: # _____ STATE: _____

(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.

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

Texas State Notary Bureau in Austin at: 512 - 443 - 9202 or Toll Free at: 1 - 800 - 462 - 5705

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

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

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

Date X _____
Affiant's Signature

Take the **Official Bond** form below to any 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 so preprinted, return it to the agency specified on the bond for completion. DO NOT ALTER THE BOND IN ANY MANNER.** Only a bond written on a company licensed in Texas to issue fidelity and surety bonds will be accepted. A premium will be collected by the insurance/surety company from which you purchase the surety bond. The Texas Department of Insurance does not have a standard premium rate for this bond limit; thus, you must check with the insurance/surety company for the approved premium rate.

OFFICIAL NOTARY PUBLIC BOND FOR THE STATE OF TEXAS

STATE OF TEXAS
COUNTY OF _____

KNOW ALL PERSONS BY THESE PRESENTS THAT WE, _____ AS PRINCIPAL
(Applicant's Name)

AND Western Surety Company A CORPORATION DULY LICENSED TO DO BUSINESS IN THE STATE OF TEXAS, AS SURETY, 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 (\$10,000) FOR THE PAYMENT OF WHICH, WELL AND TRULY TO BE MADE WE BIND OURSELVES, OUR HEIRS, EXECUTORS AND ADMINISTRATORS JOINTLY AND SEVERALLY BY THESE PRESENTS.

THE CONDITION OF THIS BOND IS SUCH THAT THE ABOVE NAMED PRINCIPAL HAS BEEN APPOINTED A NOTARY PUBLIC FOR THE STATE OF TEXAS SHALL FAITHFULLY PERFORM THE DUTIES OF SAID OFFICE OF NOTARY PUBLIC, THEN THIS SHALL BECOME NULL AND VOID, OTHERWISE IT SHALL REMAIN IN FULL FORCE AND EFFECT.

WITNESS OUR HANDS ON THIS _____ DAY OF _____, 20_____.

Western Surety Company
INSURANCE OR BONDING COMPANY

BY _____
SIGNATURE OF SURETY OFFICER OR ATTORNEY IN FACT

Notary Insurance Services, Inc.
AGENCY NAME

4107 South 1st Street Austin Texas 78745 -1124 X _____
AGENCY ADDRESS CITY STATE ZIP CODE SIGNATURE OF PRINCIPAL (APPLICANT)

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 fees \$21.00; the applicable premium payable to the insurance/surety company from which you purchase a \$10,000 surety bond; and the costs of purchasing a personalized notary seal and record book (available from this office supply company).

Return the completed application, executed statement of officer and bond, to Notary Insurance Services, Inc. 4107 South 1st Street Austin, Texas 78745-1124 or P O Box 2959, Austin, Texas 78768.