

Texas Notary Commission – Updated Requirements

Effective January 1, 2026

Effective January 1, 2026, the State of Texas has implemented new requirements for individuals applying for a **new or renewed Notary Public Commission**. All applicants must complete mandatory training and testing through the Texas Secretary of State (SOS) Notary Portal before receiving a notary commission. These requirements are designed to ensure applicants understand Texas notary laws, duties, and responsibilities.

Important: Before beginning the notary application process, employees must obtain pre-approval from their supervisor or department head. To receive reimbursement for the testing fee, a [Preapproval Request for Purchase and Reimbursement form](#) must be completed and submitted in iExpense.

Step 1: Complete the Texas Notary Training and Open-Book Exam –

To register for the required Texas Notary training and examination:

1. Visit the [Texas Secretary of State SOS Portal](#).
2. Click **Access the SOS Portal**.
3. Select **Create a New Account** if you do not already have one.
4. Log in and select **Notary**.
5. Under **Notary Services**, select **Notary Education**.
6. Choose **Traditional Notary Education**.
7. Pay the **\$20 training and examination fee**.

After payment has been processed:

- Complete approximately **45 minutes of required training videos**.
- Take the **20-question open-book examination**.
- Earn a minimum score of **70%** to pass.

Once you have successfully passed the exam, proceed to Step 2.

Step 2: Submit Your Notary Application Through the American Association of Notaries (AAN)

(Applies to first-time applicants and renewals.)

1. **Create an account on the [American Association of Notaries \(AAN\) website](#).**
2. Select **Option 1 – Most Convenient Method**.
3. Complete your online notary application.

The American Association of Notaries will electronically submit your application and bond to the Texas Secretary of State and pay the **\$21 filing fee** on your behalf.

Total cost of the bond and filing fee: \$71.

Important:

- Use your **personal email address** and **home address** when completing the application.
- After completing the application:
 - Click **Next**.
 - Select **Add Notary Bond** to your cart.
 - Exit the website.

At this point, your application information has been successfully entered.

Please Click to Access All Pages

Step 3: Payment and Internal Processing

Complete the following district requirements:

- Complete the attached **Order Form**.
 - Package I – Renewal of Commission
 - Package II – First Time Notary Commission (comes with record book)
- Enter a **Check Requisition in Oracle** ([click here for instructions](#)).
- In the **Invoice Number (INV)** field, enter the applicant's name (Example: **Jane Doe**).

Step 4: Commission and Supplies

Once Dallas ISD has submitted payment and the vendor has received the check, your application will be processed.

Periodically log into your [Texas Secretary of State SOS Portal](#) to monitor your application status. Once your application has been approved, **you will receive instructions to sign (e-sign) your application electronically via the Texas Secretary of State SOS Portal.** This is typically the final step before your commission is issued.

After your application has been finalized, you will receive an email from the Texas Secretary of State containing your:

- **Notary Commission**
- **Official Oath of Office**

Important: Your Oath of Office must be administered by an **active Texas Notary Public** and must include the notary's official seal.

Notary supplies generally arrive **3–4 weeks** after your commission is issued.

Employees will receive an email notification when their supplies are available for pickup from the **Operations Department**.

Important Reminders for Dallas ISD Employees

- Dallas ISD employees **may not charge** parents, students, or district employees for notarial services performed as part of their district duties.
- Employees may perform notarial services outside of Dallas ISD during personal time in accordance with Texas law.
- If you leave Dallas ISD:
 - Take your notary stamp and record book with you.
 - These items are your personal property and must be retained for your records.
- To avoid a lapse in your commission, begin the renewal process **at least 60 days before your commission expires**.

If you need assistance with any part of the process, please reach out to Yvonne Uresti – 972-925-5114 or yuresti@dallasisd.org

Name: _____

American Association of Notaries

Dept.: _____

ORDER ONE OF THESE TWO COMPLETE NOTARY COMMISSION RENEWAL PACKAGES PLEASE REMIT PAYMENT TO:

7438 PARK PLACE BLVD. HOUSTON, TEXAS 77087

Start/End Date of Commission: _____

713-644-2299 | www.texasnotary.com

\$94.95

Package 1

RENEWAL OF COMMISSION

- 4-year, \$10,000 Texas Notary Bond*
- State Filing Fee*
- Self-inking Notary Stamp*
(Rectangular)
- Texas Notary Manual (Emailed in a PDF format)
- One-year Membership to AAN
Includes support, law updates, e-journal, and more!

Note: This package does not include a notary record book!

* Required by law.

**This package can be purchased separately at the same net savings without the bond for \$39.95. Enter item #101 on order form.

\$106.90

Package II

FIRST TIME NOTARY COMMISSION

- 4-year, \$10,000 Texas Notary Bond*
- State Filing Fee*
- Self-inking Notary Stamp*
(Rectangular)
- Texas Notary Record Book* (350 entries) (Includes a fee chart)
- Texas Notary Manual (Emailed in a PDF format)
- One-year Membership to AAN
Includes support, law updates, e-journal, and more!

* Required by law.

**This package can be purchased separately at the same net savings without the bond for \$45.95. Enter item #102 on order form.

SHIP TO:

Yvonne Uresti | Dallas ISD Operation Services | Box 4
5151 Samuell Blvd., Dallas, Texas 75228 | (972) 925-5114 |
YURESTI@dallasisd.org



ORDERING OPTIONS

Package Name

Price

Total

Package I: RENEWAL OF COMMISSION includes Notary Bond and State Filing Fee (4- year term), Notary Self-Inking Stamp, Texas Notary Manual (Emailed in PDF format), 1 year Membership to AAN includes support, law updates, e-journal, and more!

\$94.95

Package II: FIRST TIME NOTARY COMMISSION includes Notary Bond and State Filing Fee (4- year term), Notary Self-Inking Stamp, Texas Notary Record Book, Texas Notary Manual (Emailed in PDF format), 1 year Membership to AAN includes support, law updates, e-journal, and more!

\$106.90

Add a 4-year Notary Errors & Omissions Insurance Policy

(Optional, but definitely would advise to do so)

☐ \$10,000 - \$34.00

☐ \$25,000 - \$51.00

☐ \$50,000 - \$102.00

Errors & Omissions

Shipping & Handling

Total:

\$9.95

If we cannot process your order within one-year from the date we receive it due to lack of information , we ware no longer obligated to fulfill your order and your payment becomes non-refundable. Read our refund & return policy at www.texasnotary.com/refund-policy.