

Dear Notary Public:

Enclosed is the name change information you requested for your Notary Public commission. Everything you need to complete the process is included in this packet.

**APPLICATION FOR CHANGE OF NAME** - Please make sure all blanks are filled in. Then sign and print your new name. Your signature must match your printed name.

**NOTARY BOND RIDER** - Upon receipt of your completed forms and payment, we will submit a rider to the Secretary of State.

**CERTIFICATE OF COMMISSION** - The Secretary of State requires that you return your current Notary Public Certificate of Commission. A new Certificate will be issued to you. Do not notarize documents while you are without a commission certificate. When you receive your new certificate, take the Notary Public Oath of Office.

**COST** - The cost of an amended commission is \$56.95. This will cover the \$20.00 fee charged by the Secretary of State, a \$10.00 Bond Rider fee, \$12.95 shipping & handling, and \$14.00 for a self-inking stamp with your new name.

**MAIL** - You will need to include the Application for Change of Name, your Certificate of Commission, order form and payment to Budget Notary Bonding Agency.

**Please Note - This process will change the name on your current commission. It will not change your expiration date.**



Submit to:  
SECRETARY OF STATE  
Statutory Documents Section  
P O Box 13375  
Austin, TX 78711-3375  
512-463-5705  
Filing Fee: \$20



**APPLICATION FOR CHANGE  
OF NAME OF TEXAS NOTARY  
PUBLIC**

Social Security No.: \_\_\_\_\_ **OR** Notary ID: \_\_\_\_\_

New Name:

\_\_\_\_\_  
*Last* *First* *Middle* *Suffix*

Mailing Address:

\_\_\_\_\_  
*Street* *City* *State* *Zip*

County of Residence: \_\_\_\_\_ Commission Expires: \_\_\_\_\_

Email Address for Return of Commission:

\_\_\_\_\_  
Name in which present commission is issued:

**Statement Regarding Commission**

Select one of the following:

A. My original notary public commission is included with this application.

**OR**

B. I no longer have my original notary public commission. I will perform all future notarial acts under the name specified on the amended commission.

**Attachments**

The following items are included with this application:

- 1. Rider to notary bond;
- 2. Original notary public commission, if option A above was selected; and
- 3. \$20 filing fee.

**Execution**

*I certify that the information provided in this Application for Change of Name as Texas Notary Public is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed or typed name of Notary