

Texas Notary Application - How To Renew My Texas Notary

Commodity Code: 100-005

Account Code: 6497

Vendor: Soules Insurance Agency #: 00005052

Complete, Print and Sign the application.

1. You will need to contact April Molina at Soules Insurance to get a quote for the cost for the Notary Bond Fee (\$XX) and Notary Filing Fee (\$XX).
2. Once you have the cost, then you will need to do a requisition in eFinance for Soules and attach the [Texas Notary Application](#) as a supporting document. Mail the original application to Soules. After the PO is generated, you will need to accept this as received materials before Soules will process.
3. When you receive the new certificate in the mail or email, you will need to email the certificate to tiger@danielofficeproducts.com to get a quote for the new custom notary stamp.
4. Lastly, you will need to do the requisition in eFinance for Daniel Office to get the custom stamp. You will need to attach the Daniel quote to the requisition for supporting documentation. You can get the Notary Book from Daniel also.

[Texas Secretary of State – Texas Notary Public Form 2301.](#)

Contact: Janet Williamson (CISD Legal Dept.) for any questions you may have.

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