

**Form 2305 – General Information
(Application for Texas Notary Public Name Change)**

The attached form is designed to meet minimal statutory filing requirements under the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Commentary

A notary public is not required to update their name as a notary. A notary public may continue to sign the name as their commission until the commission expires and change their name upon the renewal of their commission.

If you apply for a name change, this form must be used. The name change will be effective when all three items listed below are received in this Office, with no errors or omissions. An amended commission reflecting the name change and the effective date of the change will be issued.

Instructions for Form

A document on file with this Office is a public record subject to public access and disclosure. When providing address information, please use a business or post office box address rather than a residence if privacy concerns are an issue.

The following information and attachments are required to process your name change application:

1. A complete application, which includes an identification number (social security or notary ID number), your current and updated commissioned name, mailing address, answers to the statement regarding your commission, and if you are currently an online notary. You must sign the application with your updated commissioned name. If you selected option A, you must include your executed original notary commission; the Office will destroy your commission once an amended commission is issued.
2. A copy of your rider or endorsement from the bonding company that executed your original bond; this document must state your current commission name and indicate the name you are changing to.
3. And a filing fee of \$20.00. The filing fee may be paid by check, money order, or funds in a client account.

Payment Instructions

The filing fee for an application, if paid by check or money order, must be payable through a U.S. bank or financial institution and made payable to the Texas Secretary of State. Filing fees paid by credit cards into a client account are subject to a statutorily authorized convenience fee of 2.7% of the total fees. To pay by client account, visit our website at: <https://www.sos.state.tx.us/modernization.shtml>

Submission Instruction

Submit the complete form along with the filing fee and rider/endorsement showing the change of name on the notary bond to:

By Mail
Texas Secretary of State
Notary Public Unit
P.O. Box 13375
Austin, TX 78711

In-Person
James Earl Rudder Building
1019 Brazos St
Austin, TX 78701

By Fax
(512) 463-5255
*Submit with
Payment Form 2101*

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



**APPLICATION FOR TEXAS
NOTARY PUBLIC NAME CHANGE**

Social Security No.: _____ **OR** Notary ID: _____

Current Commission Name: _____

New Name for Commission

Name: _____
Last First Middle (optional) Suffix

Mailing Address: _____ TX _____
Street City Zip

County of Residence: _____ Commission Expires: _____

Email Address: _____

Statement Regarding Commission

Select one of the following: A. My original notary public commission is included.

OR

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

Commissioned Online Notary Public

Are you a commissioned Texas online notary public: Yes No

Attachments (Must be included)

The following items must be included with this application:

- 1. Rider or endorsement to notary bond (obtained from your original bonding company);
- 2. Original notary public commission, if option A above is selected; and
- 3. \$20 filing fee (if you are an online notary public, the fee covers both name change requests).

Execution

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

Date: _____

Signature of Notary (Named Above)

Printed or typed name of Notary (Named Above)