406.001. APPOINTMENTS.
The secretary of state may appoint a notary public at any time.

406.002. TERM.
The term of a notary public expires four years after the date the notary public qualifies.

406.003. JURISDICTION.
A notary public has statewide jurisdiction.

406.004. ELIGIBILITY.
Each person appointed and commissioned as a notary public shall be at least 18 years of age and a resident of the State of Texas and must not have been convicted of a felony or crime involving moral turpitude.

406.005. APPOINTMENT PROCEDURE--STATEMENT.
(a) Each person to be appointed a notary public shall submit an application to the secretary of state on a form prescribed by the secretary of state. The application must satisfy the secretary of state that the applicant is qualified. The application must state:
   (1) the applicant's name to be used in acting as a notary public;
   (2) the applicant's post office address;
   (3) the applicant's county of residence;
   (4) the applicant's date of birth;
   (5) the applicant's driver's license number or the number of other official state-issued identification; and
   (6) the applicant's social security number.
(b) The applicant shall also execute the statement of officers as required by Section 1, Article XVI, Texas Constitution.
(c) Repealed by Acts 2003, 78th Leg., ch. 1211, Sec. 1.

406.006. QUALIFICATION.
An individual qualifies by:
   (1) properly completing the application form;
   (2) executing the statement;
   (3) providing the bond, if required;
   (4) paying the required filing fees; and
   (5) meeting the eligibility requirements.

406.007. FEES PAID TO SECRETARY OF STATE.
(a) The applicant must submit to the secretary of state:
   (1) a fee of $10 for approving and filing the bond of the notary public, if required; and
(2) a fee of $1 to be appropriated to and used by the secretary of state only for hiring
an investigator and for preparing and distributing the materials required to be distributed
under Section 406.008.
(b) The secretary of state shall charge for use of the state a fee of $10 for a notary public
commission. The applicant must pay the fee in advance to the secretary of state.

406.008. COMMISSION; NOTARY MATERIALS.
(a) Immediately after the qualification of a notary public, the secretary of state shall send
notice of appointment along with a commission to the notary public. The commission is
effective as of the date of qualification.
(b) When the commission is issued, the secretary of state shall supply the notary public with:
   (1) materials outlining the powers and duties of the office;
   (2) a list of prohibited acts; and
   (3) sample forms for an acknowledgment, jurat, and verification and for the
       administering of an oath, protest, and deposition.
(c) Repealed by Acts 1995, 74th Leg., ch. 719, Sec. 10, eff. Jan. 1, 1996.

406.009. REJECTION OF APPOINTMENT; SUSPENSION OR REVOCATION OF
COMMISSION.
(a) The secretary of state may, for good cause, reject an application or suspend or revoke the
commission of a notary public.
(b) An action by the secretary of state under this section is subject to the rights of notice,
hearing, adjudication, and appeal.
(c) An appeal under this section is to the district court of Travis County. The secretary of state
has the burden of proof, and the trial is conducted de novo.
(d) In this section, "good cause" includes:
   (1) a final conviction for a crime involving moral turpitude;
   (2) a false statement knowingly made in an application;
   (3) the failure to comply with Section 406.017;
   (4) a final conviction for a violation of a law concerning the regulation of the conduct of
       notaries public in this or another state;
   (5) the imposition on the notary public of an administrative, criminal, or civil penalty
       for a violation of a law or rule prescribing the duties of a notary public; or
   (6) performing any notarization when the person for whom the notarization is
       performed did not personally appear before the notary at the time the notarization is executed.
(e) The following may not be considered a conviction for the purposes of determining eligibility
and good cause:
   (1) a dismissal of a proceeding against the defendant and discharge of the defendant
       before an adjudication of guilt; and
   (2) a finding of guilt that has been set aside.

406.010. BOND; OATH.
(a) Each person to be appointed a notary public shall, before entering the official duties of
office, execute a bond in the amount of $10,000 with a solvent surety company authorized to
do business in this state as a surety. The bond must be approved by the secretary of state,
payable to the governor, and conditioned on the faithful performance of the duties of office.
The secretary of state has the authority to accept an electronic filing of the notary public bond
if an agreement has been made with the surety company.
(b) The notary bond shall be deposited in the office of the secretary of state, is not void on
first recovery, and may be sued on in the name of the injured party from time to time until the
whole amount of the bond is recovered.
(c) A notary public, before entering on the duties of office, shall take the official oath required
by Section 1, Article XVI, Texas Constitution.
(d) The oath shall be signed and sworn to or affirmed by the notary public in the presence of a notary public or other person authorized to administer oaths in this state. A notary public cannot execute his or her own oath of office.
(e) The secretary of state shall provide an oath of office form along with the commission and educational materials.
(f) Subsections (a) and (b) do not apply to a person whose services as a notary public are performed primarily as a state officer or employee.

406.011. REAPPOINTMENT.
(a) Not earlier than 90 days prior to the expiration date of the notary's term, a notary public may apply for reappointment on submission of a new application to the secretary of state.
(b) 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.

406.012. INSPECTION OF RECORDS.
All records concerning the appointment and qualification of the notary public shall be kept in the office of the secretary of state. The records are public information.

406.013. SEAL.
(a) A notary public shall provide a seal of office that clearly shows, when embossed, stamped, or printed on a document, the words "Notary Public, State of Texas" around a star of five points, the notary public's name, and the date the notary public's commission expires. The notary public shall authenticate all official acts with the seal of office.
(b) The seal may be a circular form not more than two inches in diameter or a rectangular form not more than one inch in width and 2-1/2 inches in length. The seal must have a serrated or milled edge border.
(c) The seal must be affixed by a seal press or stamp that embosses or prints a seal that legibly reproduces the required elements of the seal under photographic methods. An indelible ink pad must be used for affixing by a stamp the impression of a seal on an instrument to authenticate the notary public's official act.
(d) Subsection (c) does not apply to an electronically transmitted authenticated document, except that an electronically transmitted authenticated document must legibly reproduce the required elements of the seal.

406.014. NOTARY RECORDS.
(a) A notary public other than a court clerk notarizing instruments for the court shall keep in a book a record of:
   (1) the date of each instrument notarized;
   (2) the date of the notarization;
   (3) the name of the signer, grantor, or maker;
   (4) the signer's, grantor's, or maker's residence or alleged residence;
   (5) whether the signer, grantor, or maker is personally known by the notary public, was identified by an identification card issued by a governmental agency or a passport issued by the United States, or was introduced to the notary public and, if introduced, the name and residence or alleged residence of the individual introducing the signer, grantor, or maker;
   (6) if the instrument is proved by a witness, the residence of the witness, whether the witness is personally known by the notary public or was introduced to the notary public and, if introduced, the name and residence of the individual introducing the witness;
   (7) the name and residence of the grantee;
   (8) if land is conveyed or charged by the instrument, the name of the original grantee and the county where the land is located; and
   (9) a brief description of the instrument.

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(b) Entries in the notary's book are public information.
(c) A notary public shall, on payment of all fees, provide a certified copy of any record in the notary public's office to any person requesting the copy.
(d) A notary public who administers an oath pursuant to Article 45.019, Code of Criminal Procedure, is exempt from the requirement in Subsection (a) of recording that oath.
(e) A notary public may maintain the records required by Subsection (a) electronically in a computer or other storage device.

406.015. COPIES CERTIFIED BY COUNTY CLERK.
(a) A copy of a record, declaration, protest, or other official act of a notary public may be certified by the county clerk with whom the instrument is deposited.
(b) A copy of an instrument certified by the county clerk under Subsection (a) has the same authority as if certified by the notary public by whom the record, declaration, protest, or other official act was originally made.

406.016. AUTHORITY.
(a) A notary public has the same authority as the county clerk to:
   (1) take acknowledgments or proofs of written instruments;
   (2) protest instruments permitted by law to be protested;
   (3) administer oaths;
   (4) take depositions; and
   (5) certify copies of documents not recordable in the public records.
(b) A notary public shall sign an instrument in Subsection (a) in the name under which the notary public is commissioned.
(c) A notary public may not issue an identification card.
(d) A notary public not licensed to practice law in this state may not give legal advice or accept fees for legal advice.

406.0165. SIGNING DOCUMENT FOR INDIVIDUAL WITH DISABILITY.
(a) A notary may sign the name of an individual who is physically unable to sign or make a mark on a document presented for notarization if directed to do so by that individual, in the presence of a witness who has no legal or equitable interest in any real or personal property that is the subject of, or is affected by, the document being signed. The notary shall require identification of the witness in the same manner as from an acknowledging person under Section 121.005, Civil Practice and Remedies Code.
(b) A notary who signs a document under this section shall write, beneath the signature, the following or a substantially similar sentence:
   "Signature affixed by notary in the presence of (name of witness), a disinterested witness, under Section 406.0165, Government Code."
(c) A signature made under this section is effective as the signature of the individual on whose behalf the signature was made for any purpose. A subsequent bona fide purchaser for value may rely on the signature of the notary as evidence of the individual's consent to execution of the document.
(d) In this section, "disability" means a physical impairment that impedes the ability to sign or make a mark on a document.

406.017. REPRESENTATION AS ATTORNEY.
(a) A person commits an offense if the person is a notary public and the person:
   (1) states or implies that the person is an attorney licensed to practice law in this state;
   (2) solicits or accepts compensation to prepare documents for or otherwise represent the interest of another in a judicial or administrative proceeding, including a proceeding relating to immigration to the United States, United States citizenship, or related matters;
(3) solicits or accepts compensation to obtain relief of any kind on behalf of another from any officer, agency, or employee of this state or the United States;

(4) uses the phrase "notario" or "notario publico" to advertise the services of a notary public, whether by signs, pamphlets, stationery, or other written communication or by radio or television; or

(5) advertises the services of a notary public in a language other than English, whether by signs, pamphlets, stationery, or other written communication or by radio or television, if the person does not post or otherwise include with the advertisement a notice that complies with Subsection (b).

(b) The notice required by Subsection (a)(5) must state that the notary public is not an attorney and must be in English and in the language of the advertisement and in letters of a conspicuous size. If the advertisement is by radio or television, the statement may be modified, but must include substantially the same message. The notice must include the fees that a notary public may charge and the following statement:

"I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW IN TEXAS AND MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE."

(c) It is an exception to prosecution under this section that, at the time of the conduct charged, the person is licensed to practice law in this state and in good standing with the State Bar of Texas.

(d) Except as provided by Subsection (e) of this section, an offense under this section is a Class A misdemeanor.

(e) An offense under this section is a felony of the third degree if it is shown on the trial of the offense that the defendant has previously been convicted under this section.

(f) Failure to comply with this section is, in addition to a violation of any other applicable law of this state, a deceptive trade practice actionable under Chapter 17, Business & Commerce Code.

406.018. REMOVAL FROM OFFICE.

(a) A notary public guilty of willful neglect of duty or malfeasance in office may be removed from office in the manner provided by law.

(b) A notary public indicted for and convicted of a willful neglect of duty or official misconduct shall be removed from office. The court shall include the order for removal as part of its judgment.

406.019. CHANGE OF ADDRESS.

A notary public shall notify the secretary of state of a change of the notary public's address not later than the 10th day after the date on which the change is made.

406.020. REMOVAL FROM STATE.

A notary public who removes his residence from this state vacates the office.

406.021. REMOVAL FROM PRECINCT.

An ex officio notary public who moves permanently from the notary public's precinct vacates the office.

406.022. EFFECT OF VACANCY.

If the office of a notary public becomes vacant due to resignation, removal, or death, the county clerk of the county in which the notary public resides shall obtain the record books and public papers belonging to the office of the notary public and deposit them in the county clerk's office.
406.023. ADMINISTRATION AND ENFORCEMENT.  
(a) The secretary of state shall adopt rules necessary for the administration and enforcement of this subchapter. The rules must be consistent with the provisions of this subchapter.  
(b) The secretary of state may employ an investigator to aid in the enforcement of this subchapter.  
(c) The secretary of state may provide for the appointment of county clerks as deputy custodians for the limited authentication of notary public records deposited in the clerks’ offices.

406.024. FEES CHARGED BY NOTARY PUBLIC.  
(a) A notary public or its employer may charge the following fees:  
   (1) for protesting a bill or note for nonacceptance or nonpayment, register and seal, a fee of $4;  
   (2) for each notice of protest, a fee of $1;  
   (3) for protesting in all other cases, a fee of $4;  
   (4) for certificate and seal to a protest, a fee of $4;  
   (5) for taking the acknowledgment or proof of a deed or other instrument in writing, for registration, including certificate and seal, a fee of $6 for the first signature and $1 for each additional signature;  
   (6) for administering an oath or affirmation with certificate and seal, a fee of $6;  
   (7) for a certificate under seal not otherwise provided for, a fee of $6;  
   (8) for a copy of a record or paper in the notary public's office, a fee of 50 cents for each page;  
   (9) for taking the deposition of a witness, 50 cents for each 100 words;  
   (10) for swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition, a fee of $6; and  
   (11) for a notarial act not provided for, a fee of $6.  
(b) A notary public may charge a fee only for an acknowledgment or official act under Subsection (a). The fee charged may not exceed the fee authorized by Subsection (a).

406.025. SIGNATURE ON COMMISSIONS AFTER CHANGE IN OFFICE.  
If the governor or secretary of state ceases to hold or perform the duties of office, existing stocks of commissions bearing the person's printed name, signature, or facsimilie signature may be used until they are exhausted, and the person succeeding to the office or the duties of the office shall have the commissions issued with:  
   (1) the obsolete printed name, signature, or facsimilie signature struck through;  
   (2) the successor's printed name submitted for the obsolete printed name, signature, or facsimilie signature; and  
   (3) the inscription "Printed name authorized by law" near the successor's printed name.

SUBCHAPTER B. COMMISSIONER OF DEEDS

406.051. APPOINTMENT.  
(a) The governor may biennially appoint and commission one or more individuals in other states, territories, or foreign countries or in the District of Columbia to serve as commissioner of deeds.  
(b) An appointment may be made only on the recommendation of the executive authority of the state, territory, or foreign country or of the District of Columbia.
406.052. TERM.
The term of office of a commissioner of deeds is two years.

406.053. OATH.
Before performing the duties of office, a commissioner of deeds shall take and subscribe an oath to well and faithfully perform the duties of office under the laws of this state. The oath shall be:
   (1) taken before the clerk of a court of record in the city, county, or country in which the commissioner resides;
   (2) certified to by the clerk under the clerk's hand and seal of office; and
   (3) filed in the office of the secretary of state of this state.

406.054. SEAL.
A commissioner of deeds shall provide a seal with a star of five points in the center and the words "Commissioner of the State of Texas" engraved on the seal. The seal shall be used to certify all official acts of the commissioner of deeds. An instrument that does not have the impression of the seal, or an act of the commissioner of deeds that is not certified by the impression of the seal, is not valid in this state.

406.055. AUTHORITY.
A commissioner of deeds has the same authority as a notary public to take acknowledgments and proofs of written instruments, to administer oaths, and to take depositions to be used or recorded in this state.

CIVIL PRACTICE & REMEDIES CODE
TITLE 6. MISCELLANEOUS PROVISIONS
CHAPTER 121. ACKNOWLEDGMENTS AND PROOFS OF WRITTEN INSTRUMENTS

121.001. OFFICERS WHO MAY TAKE ACKNOWLEDGMENTS OR PROOFS.
(a) An acknowledgment or proof of a written instrument may be taken in this state by:
   (1) a clerk of a district court;
   (2) a judge or clerk of a county court;
   (3) a notary public;
   (4) a county tax assessor-collector or an employee of the county tax assessor-collector if the instrument is required or authorized to be filed in the office of the county tax assessor-collector; or
   (5) an employee of a personal bond office if the acknowledgment or proof of a written instrument is required or authorized by Article 17.04, Code of Criminal Procedure.
(b) An acknowledgment or proof of a written instrument may be taken outside this state, but inside the United States or its territories, by:
   (1) a clerk of a court of record having a seal;
   (2) a commissioner of deeds appointed under the laws of this state; or
   (3) a notary public.
(c) An acknowledgment or proof of a written instrument may be taken outside the United States or its territories by:
   (1) a minister, commissioner, or charge d'affaires of the United States who is a resident of and is accredited in the country where the acknowledgment or proof is taken;
   (2) a consul-general, consul, vice-consul, commercial agent, vice-commercial agent, deputy consul, or consular agent of the United States who is a resident of the country where the acknowledgment or proof is taken; or
(3) a notary public or any other official authorized to administer oaths in the jurisdiction where the acknowledgment or proof is taken.
(d) A commissioned officer of the United States Armed Forces or of a United States Armed Forces Auxiliary may take an acknowledgment or proof of a written instrument of a member of the armed forces, a member of an armed forces auxiliary, or a member's spouse. If an acknowledgment or a proof is taken under this subsection, it is presumed, absent pleading and proof to the contrary, that the commissioned officer who signed was a commissioned officer on the date that the officer signed, and that the acknowledging person was a member of the authorized group of military personnel or spouses. The failure of the commissioned officer to attach an official seal to the certificate of acknowledgment or proof of an instrument does not invalidate the acknowledgment or proof.

121.002. CORPORATE ACKNOWLEDGMENTS.
(a) An employee of a corporation is not disqualified because of his employment from taking an acknowledgment or proof of a written instrument in which the corporation has an interest.
(b) An officer who is a shareholder in a corporation is not disqualified from taking an acknowledgment or proof of an instrument in which the corporation has an interest unless:
   (1) the corporation has 1,000 or fewer shareholders; and
   (2) the officer owns more than one-tenth of one percent of the issued and outstanding stock.

121.003. AUTHORITY OF OFFICERS.
In a proceeding to prove a written instrument, an officer authorized by this chapter to take an acknowledgment or a proof of a written instrument is also authorized to:
   (1) administer oaths;
   (2) employ and swear interpreters; and
   (3) issue subpoenas.

121.004. METHOD OF ACKNOWLEDGMENT.
(a) To acknowledge a written instrument for recording, the grantor or person who executed the instrument must appear before an officer and must state that he executed the instrument for the purposes and consideration expressed in it.
(b) The officer shall:
   (1) make a certificate of the acknowledgment;
   (2) sign the certificate; and
   (3) seal the certificate with the seal of office.
(c) The failure of a notary public to attach an official seal to a certificate of an acknowledgment or proof of a written instrument made outside this state but inside the United States or its territories renders the acknowledgement or proof invalid only if the jurisdiction in which the certificate is made requires the notary public to attach the seal.
(d) The application of an embossed seal is not required on an electronically transmitted certificate of an acknowledgement.

121.005. PROOF OF IDENTITY OF ACKNOWLEDGING PERSON.
(a) An officer may not take the acknowledgment of a written instrument unless the officer knows or has satisfactory evidence that the acknowledging person is the person who executed the instrument and is described in it. An officer may accept, as satisfactory evidence of the identity of an acknowledging person, only:
   (1) the oath of a credible witness personally known to the officer; or
   (2) a current identification card or other document issued by the federal government or any state government that contains the photograph and signature of the acknowledging person.
(b) Except in a short form certificate of acknowledgment authorized by Section 121.008, the officer must note in the certificate of acknowledgment that:
   (1) he personally knows the acknowledging person; or
   (2) evidence of a witness or an identification card or other document was used to identify the acknowledging person.

121.006. ALTERATION OF AUTHORIZED FORMS; DEFINITION.
(a) An acknowledgment form provided by this chapter may be altered as circumstances require. The authorization of a form does not prevent the use of other forms. The marital status or other status of the acknowledging person may be shown after the person’s name.
(b) In an acknowledgment form “acknowledged” means:
   (1) in the case of a natural person, that the person personally appeared before the officer taking the acknowledgment and acknowledged executing the instrument for the purposes and consideration expressed in it;
   (2) in the case of a person as principal by an attorney-in-fact for the principal, that the attorney-in-fact personally appeared before the officer taking the acknowledgment and that the attorney-in-fact acknowledged executing the instrument as the act of the principal for the purposes and consideration expressed in it;
   (3) in the case of a partnership by a partner or partners acting for the partnership, that the partner or partners personally appeared before the officer taking the acknowledgment and acknowledged executing the instrument as the act of the partnership for the purposes and consideration expressed in it;
   (4) in the case of a corporation by a corporate officer or agent, that the corporate officer or agent personally appeared before the officer taking the acknowledgment and that the corporate officer or agent acknowledged executing the instrument in the capacity stated, as the act of the corporation, for the purposes and consideration expressed in it; and
   (5) in the case of a person acknowledging as a public officer, trustee, executor or administrator of an estate, guardian, or other representative, that the person personally appeared before the officer taking the acknowledgment and acknowledged executing the instrument by proper authority in the capacity stated and for the purposes and consideration expressed in it.

121.007. FORM FOR ORDINARY CERTIFICATE OF ACKNOWLEDGMENT.
The form of an ordinary certificate of acknowledgment must be substantially as follows:

   The State of ____________,
   County of ____________,

   “Before me ____________ (here insert the name and character of the officer) on this day personally appeared ________________, known to me (or proved to me on the oath of ________________ or through __________________ (description of identity card or other document)) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed. “

   (Seal) “Given under my hand and seal of office this ________ day of ____________, A.D., ________.”

121.008. SHORT FORMS FOR CERTIFICATES OF ACKNOWLEDGMENT.
(a) The forms for certificates of acknowledgment provided by this section may be used as alternatives to other authorized forms. They may be referred to as “statutory forms of acknowledgment.”
(b) Short forms for certificates of acknowledgment include:
(1) For a natural person acting in his own right:

State of Texas
County of ____________

This instrument was acknowledged before me on (date) by (name or names of person or persons acknowledging).

(Signature of officer)
(Title of officer)
My commission expires: ________

(2) For a natural person as principal acting by attorney-in-fact:

State of Texas
County of ____________

This instrument was acknowledged before me on (date) by (name of attorney-in-fact) as attorney-in-fact on behalf of (name of principal).

(Signature of officer)
(Title of officer)
My commission expires: ________

(3) For a partnership acting by one or more partners:

State of Texas
County of ____________

This instrument was acknowledged before me on (date) by (name of acknowledging partner or partners), partner(s) on behalf of (name of partnership), a partnership.

(Signature of officer)
(Title of officer)
My commission expires: ________

(4) For a corporation:

State of Texas
County of ____________

This instrument was acknowledged before me on (date) by (name of officer), (title of officer) of (name of corporation acknowledging) a (state of incorporation) corporation, on behalf of said corporation.

(Signature of officer)
(Title of officer)
My commission expires: ________
(5) For a public officer, trustee, executor, administrator, guardian, or other representative:

State of Texas
County of ____________

This instrument was acknowledged before me on (date) by (name of representative) as (title of representative) of (name of entity or person represented).

(Signature of officer)
(Title of officer)
My commission expires: ________

121.009. PROOF OF ACKNOWLEDGMENT BY WITNESS.
(a) To prove a written instrument for recording, at least one of the witnesses who signed the instrument must personally appear before an officer who is authorized by this chapter to take acknowledgments or proofs and must swear:
   (1) either that he saw the grantor or person who executed the instrument sign it or that that person acknowledged in the presence of the witness that he executed the instrument for the purposes and consideration expressed in it; and
   (2) that he signed the instrument at the request of the grantor or person who executed the instrument.
(b) The officer must make a certificate of the testimony of the witness and must sign and officially seal the certificate.
(c) The officer may take the testimony of a witness only if the officer personally knows or has satisfactory evidence on the oath of a credible witness that the individual testifying is the person who signed the instrument as a witness. If evidence is used to identify the witness who signed the instrument, the officer must note the use of the evidence in the certificate of acknowledgment.

121.010. FORM OF CERTIFICATE FOR PROOF BY WITNESS.
When the execution of a written instrument is proved by a witness, the certificate of the officer must be substantially as follows:

The State of ____________,
County of ____________.

"Before me, ________ (here insert the name and character of the officer), on this day personally appeared ____________, known to me (or proved to me on the oath of ____________), to be the person whose name is subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me stated on oath that he saw ____________, the grantor or person who executed the foregoing instrument, subscribe the same (or that the grantor or person who executed such instrument of writing acknowledged in his presence that he had executed the same for the purposes and consideration therein expressed), and that he had signed the same as a witness at the request of the grantor (or person who executed the same.)

(Seal) "Given under my hand and seal of office this _____ day of ____________,
A.D., ____________.”

121.011. PROOF OF ACKNOWLEDGMENT BY HANDWRITING.
(a) The execution of an instrument may be established for recording by proof of the handwriting of persons who signed the instrument only if:
(1) the grantor of the instrument and all of the witnesses are dead;
(2) the grantor and all of the witnesses are not residents of this state;
(3) the residences of the grantor and the witnesses are unknown to the person seeking
to prove the instrument and cannot be ascertained;
(4) the witnesses have become legally incompetent to testify; or
(5) the grantor of the instrument refuses to acknowledge the execution of the
instrument and all of the witnesses are dead, not residents of this state, or legally incompetent
or their places of residence are unknown.
(b) If the grantor or person who executed the instrument signed his name to the instrument,
its execution must be proved by evidence of the handwriting of that person and at least one
witness who signed the instrument. If the grantor or person who executed the instrument
signed the instrument by making his mark, its execution must be proved by the handwriting of
at least two of the witnesses who signed the instrument.
(c) Evidence taken for proof of handwriting must give the residence of the testifying witness. A
testifying witness must have known the person whose handwriting is being proved and must
be well acquainted with the handwriting in question and recognize it as genuine.
(d) Evidence offered for proof of handwriting must be given in writing by the deposition or
affidavit of two or more disinterested persons. The evidence must satisfactorily prove to the
officer each of the requirements provided by this section. The officer taking the proof must
certify the witnesses' testimony. The officer must sign, officially seal, and attach this certificate
to the instrument with the depositions or affidavits of the witnesses.

121.012. RECORD OF ACKNOWLEDGMENT.
(a) An officer authorized by law to take an acknowledgment or proof of a written instrument
required or permitted by law to be recorded must enter in a well-bound book and officially sign
a short statement of each acknowledgment or proof. The statement must contain the date that
the acknowledgment or proof was taken, the date of the instrument, and the names of the
grantor and grantee of the instrument.
(b) If the execution of the instrument is acknowledged by the grantor of the instrument, the
statement must also contain:
   (1) the grantor's known or alleged residence;
   (2) whether the grantor is personally known to the officer; and
   (3) if the grantor is unknown to the officer, the name and residence of the person who
       introduced the grantor to the officer, if any.
(c) If the execution of the instrument is proved by a witness who signed the instrument, the
statement must also contain:
   (1) the name of the witness;
   (2) the known or alleged residence of the witness;
   (3) whether the witness is personally known to the officer; and
   (4) if the witness is unknown to the officer, the name and known or alleged residence of
       the person who introduced the witness to the officer, if any.
(d) If land is charged or conveyed by the instrument, the statement must also contain:
   (1) the name of the original grantee; and
   (2) the name of the county in which the land is located.
(e) The statements of acknowledgment recorded by the officer are original public records, open
for public inspection and examination at all reasonable times. The officer must deliver the book
to his successor in office.

121.013. SUBPOENA OF WITNESS; ATTACHMENT.
(a) On the sworn application of a person interested in the proof of an instrument required or
permitted by law to be recorded, stating that a witness to the instrument refuses to appear
and testify regarding the execution of the instrument and that the instrument cannot be
proven without the evidence of the witness, an officer authorized to take proofs of instruments

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shall issue a subpoena requiring the witness to appear before the officer and testify about the
evacuation of the instrument.
(b) If the witness fails to obey the subpoena, the officer has the same powers to enforce the
attendance and compel the answers of the witness as does a district judge. Attachment may
not be issued, however, unless the witness receives or is tendered the same compensation
that is made to witnesses in other cases. An officer may not require the witness to leave his
county of residence, but if the witness is temporarily present in the county where the
execution of the instrument is sought to be proven for registration, he may be required to
appear.

121.014. ACTION FOR DAMAGES.
A person injured by the failure, refusal, or neglect of an officer to comply with a provision of
this chapter has a cause of action against the officer to recover damages resulting from the
failure, refusal, or neglect of the officer.

121.015. PRIVATE SEAL OR SCROLL NOT REQUIRED.
A private seal or scroll may not be required on a written instrument other than an instrument
made by a corporation.

TEXAS REVISED CIVIL STATUTES
TITLE 61, ARTICLES 3907-3910

The following articles apply to notaries public and to certain other public officials.

Art. 3907. [3913] [2483] [2419] Fee book.
Every officer entitled by law to charge fees for services shall keep a book, and shall enter
therein all fees charged for services rendered, which fee book shall, at all times be subject to
the inspection of any person wishing to see the amount of fees therein charged.

Art. 3908. [3914] [2484] [2420] To itemize costs.
None of the fees mentioned in this title shall be payable to any person whomsoever until there
be produced, or ready to be produced, unto the person owing or chargeable with the same, a
bill or account in writing containing the particulars of such fees, signed by the clerk or officer to
whom such fees are due, or by whom the same are charged, or by the successor in office, or
legal representative of such clerk or officer.

Art. 3909. [3915] [2485] [2421] Extortion.
If any officer named in this title shall demand and receive any higher fees than are prescribed
to them in this title, or any fees that are not allowed by this title, such officer shall be liable to
the party aggrieved for fourfold the fees so unlawfully demanded and received by him.

Art. 3910. [3916] [2486] [2422] Fees Posted.
County judges, clerks of the district and county courts, sheriffs, justices of the peace,
constables and notaries public of the several counties shall keep posted up, at all times, in a
conspicuous place in the respective offices a complete list of fees allowed by law to be charged
by them respectively.
§87.1. Application for a Commission as a Notary Public
(a) The secretary of state appoints notaries public under the provisions of article IV, §26 of the Texas Constitution and Chapter 406, Government Code.
(b) All persons applying for a notary public commission shall use the application form prescribed by the secretary of state.
(c) The application form is available on the secretary of state web site at www.sos.state.tx.us/statdoc/statforms.shtml or may be obtained by writing the Office of the Secretary of State, Notary Public Unit, P.O. Box 13375, Austin, Texas 78711. See form 2301. The application form for a notary who is an officer or employee of a state agency is form 2301-NB, available on the web site of the State Office of Risk Management at www.sorm.state.tx.us.

§87.2. Eligibility to Hold the Office of Notary Public
(a) Subject to the provision in subsection (b) of this section and §87.70 of this title (relating to Qualification by an Escrow Officer Residing in an Adjacent State), a person is eligible to be a notary public if the person is 18 years of age or older and a resident of Texas.
(b) A person is not eligible to be a notary public if the person was convicted of a crime involving moral turpitude or a felony and the conviction has become final, has not been set aside, and no pardon or certificate of restoration of citizenship rights has been granted.
(c) If an applicant is not eligible, the secretary of state will reject the application.
(d) If the secretary of state discovers, at any time, that an applicant or commissioned notary public is not eligible, the secretary of state will reject the notary application or revoke the notary commission.

§87.3. Issuance of the Notary Public Commission by the Secretary of State
(a) The secretary of state shall commission a qualified applicant. An applicant is qualified if:
   (1) the applicant meets the eligibility requirements stated in §87.2 of this title (relating to Eligibility to Hold the Office of Notary Public);
   (2) the applicant submits:
      (A) a properly completed and executed application;
      (B) the bond as provided in §406.010, Government Code, if required;
      (C) the statement of officer and oath of office required by article XVI, §1 Texas Constitution;
      (D) payment to the secretary of state of fees required by §406.007, Government Code; and
   (3) no good cause exists for rejecting the application.
(b) The secretary of state shall not commission an applicant if the applicant had a prior application rejected or a commission revoked for a finding of ineligibility or good cause and the reason for ineligibility or grounds for good cause continues to exist.
(c) When all conditions for qualification have been met, the application shall be approved, stamped "qualified" with the date of qualification, and filed. The secretary of state shall cause a commission to be issued and sent to each notary public who has qualified. A commission is effective as of the date of qualification.
(d) If an application is not properly completed and executed, the qualification of the applicant will be delayed. The secretary of state shall notify the applicant in writing stating the reason or reasons why the commission was not issued, and the steps which must be taken to correct the errors or omissions. The applicant shall have 30 days from the date of the notice to respond; otherwise, the application will be considered abandoned and all fees deposited forfeited.
§87.4. Qualification by an Officer or Employee of a State Agency Who Does Not Furnish a Notary Public Bond
(a) An applicant who is an officer or employee of a state agency is not required to provide a surety bond. For the purpose of this chapter, "state agency" has the meaning assigned by §2052.101, Government Code.
(b) An applicant who is an officer or employee of a state agency and does not provide a surety bond must complete the notary public application entitled "Application for Appointment as a Notary Public Without Bond" (Form 2301-NB).
(c) The State Agency employing the applicant must submit the completed application to the State Office of Risk Management.
(d) The State Office of Risk Management shall complete the verification certificate on the application and forward the completed application to the Office of the Secretary of State for processing.
(e) The secretary of state shall commission the applicant if:
   (1) the applicant meets the eligibility requirements stated in §87.2 of this title (relating to Eligibility to Hold the Office of Notary Public);
   (2) the applicant submits:
      (A) a properly completed and executed application verified by the State Office of Risk Management;
      (B) the statement of officer and oath of office required by article XVI, §1 Texas Constitution;
      (C) the payment of fees required by §406.007(a)(2) and §406.007(b), Government Code; and
   (3) no good cause exists for rejecting the application.

§87.5. Change in Employment Status by an Officer or Employee of a State Agency Who Has Qualified Without a Surety Bond
(a) If a notary public who has qualified without a surety bond transfers to another state agency, the agency to which the notary public transfers shall notify the State Office of Risk Management and the Office of the Secretary of State of the transfer.
(b) If a notary public terminates state employment, the notary public shall:
   (1) voluntarily surrender the notary public commission;
   (2) purchase and provide evidence to the secretary of state of the purchase of a notary public bond for the time period remaining on the notary's current term of office; or
   (3) apply for a new term of office, provide a notary public bond, and pay the applicable fees.
(c) Failure to take one of the actions set forth in subsection (b) of this section within 30 days of termination of state employment is good cause for revocation of the notary public's commission.

§87.6. Renewal of Commission
(a) A notary may renew the commission by filing an application for renewal in the same manner and on the same form as if the notary was filing an original application for commission. The secretary of state will accept applications for renewal not sooner than 90 days before the expiration of the notary public's current commission. The renewal must be received by the secretary of state no later than the expiration date of the notary public's current commission.
(b) The secretary of state shall determine eligibility for renewals according to the same standards as initial applicants, in accordance with §87.2 of this title (relating to Eligibility to Hold the Office of Notary Public) and §406.004, Government Code. The secretary of state is not bound by prior determinations of eligibility.
§87.10. Rejection of Application and Revocation of Commission
The secretary of state shall, for ineligibility or good cause, reject any application, revoke the commission of any notary public, or take other disciplinary action, as outlined in §87.24 of this title (relating to Disciplinary Action), against a notary public as the secretary of state deems appropriate. Rejection, revocation, and disciplinary proceedings will be held pursuant to the right of notice, hearing, and adjudication as set out in the rules of practice and procedure before the Office of the Secretary of State, the rules of the State Office of Administrative Hearings and the Administrative Procedure Act, Government Code, §§2001.001 - 2001.902. Any party to a contested case has the right to be represented by legal counsel. Such action will be subject to the right of appeal to a district court of Travis County.

§87.11. Good Cause
(a) Good cause may include the following:
   (1) ineligibility due to a final felony conviction;
   (2) ineligibility due to a final conviction for a crime involving moral turpitude;
   (3) a false statement knowingly made in a notary public application;
   (4) a final conviction for the violation of any law concerning the regulation of the conduct of notaries public in this state or any other state;
   (5) use of the phrase "notario" or "notario publico" in connection with advertising or offering the services of a notary public;
   (6) false representation as an attorney as specified in §406.017, Government Code;
   (7) a failure to fully and faithfully discharge any of the duties or responsibilities required of a notary public;
   (8) the unauthorized practice of law;
   (9) a failure to utilize a correct notary seal as described in §406.013, Government Code;
   (10) a failure to administer an oath or affirmation as required by law;
   (11) the collection of a fee in excess of the fees authorized by §406.024, Government Code;
   (12) the execution of any certificate as a notary public containing a statement known to the notary public to be false;
   (13) a failure to complete the notarial certificate at the time the notary public's signature and seal are affixed to the document;
   (14) the advertising or holding out in any manner that the notary public is an immigration specialist, immigration consultant, or any other title or description reflecting an expertise in immigration matters;
   (15) the use of false or misleading advertising of either an oral or written nature, whereby the notary public has represented or indicated that he or she has duties, rights, powers, or privileges that are not possessed by law;
   (16) performing a notarization when the purported signer did not personally appear before the notary at the time the notarization is executed;
   (17) previous disciplinary action against the notary public in accordance with these sections;
   (18) a failure to comply with, or violation of, a previous disciplinary action taken pursuant to §87.24 of this title (relating to Disciplinary Action); and
   (19) a failure to respond to a request for public information.
(b) A crime involving moral turpitude means the commission of a crime involving dishonesty, fraud, deceit, misrepresentation, deliberate violence, or that reflects adversely on the applicant's honesty, trustworthiness, or fitness as a notary public, which may include, but not be limited to:
   (1) Class A and B type misdemeanors; and
(2) felony convictions which have not been set aside, or for which no pardon or certificate of restoration of citizenship rights have been granted.
(c) Final Class C type misdemeanor convictions shall not be considered in determining good cause.

SUBCHAPTER C. ADMINISTRATIVE ACTION

§87.20. Qualification Under New Name
During the four-year term of office, a notary public may change the name on the notary commission by submitting the following to the secretary of state:
(1) an Application for Change of Name as a Texas Notary Public (Form 2305 available on the secretary of state web site at www.sos.state.tx.us/statdoc/statforms.shtml);
(2) a rider or endorsement to the bond on file with the secretary of state from the surety company or its agent or representative specifying the change of name;
(3) the current certificate of commission or a signed and notarized statement that the notary public will perform all future notarial acts under the name specified on the amended commission; and
(4) the statutory fees for the issuance of a commission and the filing of a bond.

§87.21. Rejection of Change of Name
If the submission of the change of name does not comply with §87.20 of this title (relating to Qualification Under New Name), the secretary of state shall notify the notary public in writing of any deficiency. The notary public shall have 30 days from the date of the notice to respond. If no response is received within that time period, the request for the change of name will be considered abandoned and all fees paid will be forfeited.

§87.22. Issuance of Amended Commission
If the submission of the change of name complies with §87.20 of this title (relating to Qualification Under New Name), the secretary of state shall issue an amended commission to the notary public in the name requested. Upon issuance of the amended commission, the notary public must perform all notarial acts using the name on the amended commission.

§87.23. Complaint Procedures
(a) A person harmed by the actions of a notary public may file a complaint with the secretary of state. The complaint shall be filed on the form prescribed by the secretary of state for such purposes, shall be signed and verified by the person alleging misconduct on the part of the notary public, shall include copies of the notarized documents that are the subject of the complaint, and shall substantially comply with the requirements set forth on the prescribed form.
(b) The secretary of state may determine that the allegations in the complaint are not sufficient to warrant formal disciplinary action. In such case, the secretary of state may:
(1) take no action on the complaint;
(2) informally advise the notary public of the appropriate conduct and the applicable statutes and rules governing the conduct; or
(3) request further information from the complainant or the notary prior to taking action.
(c) If the secretary of state determines that the complaint alleges sufficient facts to constitute good cause for disciplinary action against the notary public, the secretary of state shall send a copy of the complaint to the notary public with a request to the notary to respond to the statements in the complaint.
(d) The notary public must respond to the complaint in writing. The response must:
(1) specify any disputed facts and provide such additional information as the notary public shall desire.
(2) be signed and sworn to by the notary before a person authorized to administer oaths;
(3) include copies of the pages of the notary record book referencing the notarization that is the subject of the complaint; and
(4) be received by the secretary of state within 20 days of mailing of the copy of the complaint to the notary public.
(e) The secretary of state shall review the response and determine whether further administrative action is appropriate. If the secretary determines that no further action is appropriate, the secretary shall notify the notary public and the complainant of the determination in writing.
(f) If the secretary determines that further administrative action is appropriate, the secretary shall follow the procedures set forth in §87.24 of this title (relating to Disciplinary Action).

§87.24. Disciplinary Action
(a) The secretary of state has discretion to determine that the conduct that forms the basis of a complaint against a notary public does not warrant disciplinary action against the notary public and take no further action on the complaint. If the secretary of state determines that disciplinary action should be taken the secretary of state may pursue the following disciplinary actions:
   (1) an official reprimand to the notary public; or
   (2) an agreement by the notary to:
      (A) not engage in any further misconduct;
      (B) to voluntarily surrender the notary public commission;
      (C) to accept a suspension of the notary public commission for a set period of time;
      (D) to complete a course of study relating to the powers, duties, and responsibilities of a notary public;
      (E) not seek renewal of a notary public commission for a specified period of time; or
      (F) to take such other action as the secretary deems appropriate; or
   (3) revocation of the notary commission.
(b) If no agreement can be reached, before taking action to suspend or revoke the notary public commission, the secretary of state shall give written notice to the notary of a right to a hearing in accordance with the rules of practice and procedure before the secretary of state. If a hearing is timely requested, the secretary of state shall follow the provisions of the Administrative Procedure Act, Chapter 2001, Texas Government Code governing the initiation and conduct of a contested case proceeding.
(c) It is within the secretary of state's discretion to determine that no action should be taken or to enter into an agreement with the notary regarding the appropriate action. The secretary of state shall close the notary complaint file upon a determination that no further action is necessary or conclusion of an agreement with the notary. After the notary complaint file is closed, the secretary of state will take no further action on the complaint and will not accept an additional complaint with the same or substantially same allegations.

§87.25. Time for Action
The secretary of state may take disciplinary action for an act or omission which occurred during a prior term of office.

SUBCHAPTER D. REFUSAL TO PERFORM NOTORIAL SERVICES

§87.30. Refusal of Requests for Notarial Services
(a) A notary is authorized to refuse to perform a notarial act if:
(1) the notary has reasonable grounds to believe that the signer is acting under coercion or undue influence;
(2) the notary has reasonable grounds to believe that the document in connection with which the notarial act is requested may be used for an unlawful or improper purpose;
(3) the notary has concerns about the capacity of the signing party to understand the contents of the document;
(4) the notary is not familiar with the type of notarization requested.
(b) A notary who is employed by a governmental body shall not perform notarial services that interfere with the notary's discharge of the notary's duties as a public employee.
(c) A notary may not refuse a request for notarial services on the basis of the sex, age, religion, race, ethnicity or national origin of the requesting party.
(d) A notary should refuse request for notarial services only after careful deliberation.

SUBCHAPTER E. NOTARY RECORDS

§87.40. Prohibition Against Recording Personal Information
(a) A notary public (other than a court clerk notarizing instruments for the court) shall not record in the notary's record book:
   (1) an identification number that was assigned by a governmental agency or by the United States to the signer, grantor or maker and that is set forth on the identification card or passport presented as identification; or
   (2) any other number that could be used to identify the signer, grantor or maker of the document.
(b) This section does not prohibit a notary from recording a number related to the residence of the signer, grantor or maker of the document or the instrument.

§87.41. Form of Record Book
A notary may maintain the notary record book electronically in a computer or other storage device so long as the records from that book are adequately backed-up and are capable of being printed in a tangible medium when requested.

§87.42. Public Information
Entries in the notary public record book are public information. On payment of all fees, the notary shall promptly provide a certified copy of any record in the notary public's record book to any person requesting the copy. If the notary has inadvertently included personal identifiable information in the record book contrary to §87.40 of this title (relating to Prohibition Against Recording Personal Information), the notary must redact that personal information prior to release of the information.

§87.43. Failure to Provide Public Information
Failure to respond to a request for public information may be good cause for suspension or revocation of a notary commission or other disciplinary action against the notary.

§87.44. Records Retention
A notary shall retain, in a safe and secure manner, copies of the records of notarization performed for the longer of the term of the commission in which the notarization occurred or three years following the date of notarization.

SUBCHAPTER F. CHANGE IN ADDRESS

§87.50. Change of Address
(a) A notary must notify the secretary of state in writing of a change in address within 10 days of the change. To notify the secretary of state of a change of address, the notary should
complete and submit form 2302 (Notary Public Change of Address Form). This form is available on the secretary of state web site at www.sos.state.tx.us/statdoc/statforms.shtml.

(b) The secretary of state sends all official notices, including notices of complaints, to the notary at the address on file with the secretary's office. Requests to obtain copies of or inspect the records in the notary record book are also directed to the notary at the address on file. Failure to change the address may, consequently, result in a revocation of the notary commission if the notary fails to timely respond to a complaint or to a request for public information.

(c) A notary public who removes his or her residence from Texas vacates the office of notary public and must surrender the notary commission to the secretary of state.

SUBCHAPTER G. ELECTRONIC SUBMISSION OF NOTARY APPLICATIONS AND BONDS

§87.60. Electronic Submission

(a) The secretary of state may develop a system for electronic submission of the application for notary public commission, the notary bond, and the statement of officer. On implementation, the secretary of state will authorize the submission of these documents electronically on behalf of a notary under the following terms and conditions:

(1) the submitter must comply with the technical specifications contained in the eNotary Web Service Consumer's Guide available through the Information Technology Division of the Office of the Secretary of State;

(2) the notary application and the statement of officer signed by the applicant and the surety bond signed by an officer or attorney-in-fact for the surety must be attached to the electronic submission as an image in the format specified in the eNotary Web Service Consumer's Guide; and

(3) all fees must be paid by prepaid account, LegalEase® or credit card.

(b) If the applicant is commissioned, the secretary of state will return the commission and the educational materials to the notary by regular mail. On commission, the applicable fees will be charged to the prepaid account, LegalEase® or the credit card.

(c) If the application is rejected, the secretary of state will return a notice of the rejection to the submitter electronically. On rejection, no fees are charged to the account, LegalEase® or to the credit card.

(d) Status of a notary application may be checked on SOSDirect.

(e) If the submitter is not able to consistently comply with the technical specifications and the submissions are failing as a result, the secretary of state may revoke the privilege of the submitter to submit electronically until all technical issues are resolved to the satisfaction of the secretary of state.

(f) As part of the electronic submission, the submitter is responsible for accurately entering the data elements related to the application. Repeated and consistent entry errors may result in a revocation of the privilege of the submitter to submit electronically.

§87.61. Records Retention for Electronic Submissions

The submitter should retain the original signed application and statement of officer for the duration of the commission to which those documents apply. If the submitter intends to destroy the original documents prior to expiration of the commission, the submitter should confirm with the secretary of state that the image file transmitted with the application is stored and available in the secretary of state's computer system.

§87.62. Applications on Behalf of an Applicant with a Criminal Conviction

The secretary of state will not accept electronic applications on behalf of an applicant who has been convicted of a felony or a crime of moral turpitude. The application under these circumstances (along with the statement of officer, the bond, the explanation of the criminal
conviction and the applicable fees) must be delivered to the secretary of state by mail, courier or personal delivery.

**SUBCHAPTER H. APPOINTMENT OF QUALIFIED ESCROW OFFICER AS NOTARY PUBLIC**

§87.70. Qualification by an Escrow Officer Residing in an Adjacent State

(a) An applicant who is qualified as an escrow officer within the meaning assigned by §2652.051, Insurance Code, is not required to be a resident of Texas if the applicant is a resident of New Mexico, Oklahoma, Arkansas or Louisiana.

(b) The secretary of state shall commission the applicant if, notwithstanding the residency requirements, the applicant satisfies the conditions of subsection (a) of this section and §87.3 of this title (relating to Issuance of the Notary Public Commission by the Secretary of State).

(c) A notary public, appointed under this section, who ceases to be qualified under this section, must voluntarily surrender the notary public commission.

**SAMPLE FORMS**

In the following examples a personalized seal means: the words "Notary Public, State of Texas" around a star of five points, the Notary Public's name, and the date the Notary Public's commission expires.

**ACKNOWLEDGMENTS**

I. Form for Ordinary Certificate of Acknowledgment

“State of Texas
County of _______________

Before me, (insert the name and character of the officer), on this day personally appeared ________________, known to me (or proved to me on the oath of _______________ or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this __________ day of __________, (year).”

____________________
(Personalized Seal)      Notary Public's Signature

II. Short Forms

A. For a natural person acting in his/her own right:

“State of Texas
County of _______________

This instrument was acknowledged before me on (date) by (name or names of person or persons acknowledging).”

____________________
(Personalized Seal)      Notary Public's Signature
B. For a natural person as principal acting by attorney-in-fact:

“State of Texas
County of _______________

This instrument was acknowledged before me on (date) by (name of attorney-in-fact) as attorney-in-fact on behalf of (name of principal).”

____________________
(Personalized Seal)      Notary Public's Signature

C. For a partnership acting by one or more partners:

“State of Texas
County of _______________

This instrument was acknowledged before me on (date) by (name of acknowledging partner or partners), partner(s) on behalf of (name of partnership), a partnership.”

____________________
(Personalized Seal)      Notary Public's Signature

D. For a corporation:

“State of Texas
County of _______________

This instrument was acknowledged before me on (date) by (name of officer), (title of officer) of (name of corporation acknowledging), a (state of incorporation) corporation, on behalf of said corporation.”

____________________
(Personalized Seal)      Notary Public's Signature

E. For a public officer, trustee, executor, administrator, guardian, or other representative:

“State of Texas
County of _______________

This instrument was acknowledged before me on (date) by (name of representative) as (title of representative) of (name of entity or person represented).”

____________________
(Personalized Seal)      Notary Public's Signature
F. Form of Certificate for Proof by Witness

"State of Texas
County of _______________

Before me, (insert the name and character of the officer), on this day personally appeared ________________, known to me (or proved to me on the oath of ________________), to be the person whose name is subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me stated on oath that he saw ________, the grantor or person who executed the foregoing instrument, subscribe the same (or that the grantor or person who executed such instrument of writing acknowledged in his presence that he had executed the same for the purposes and consideration therein expressed), and that he had signed the same as a witness at the request of the grantor (or person who executed the same.)

Given under my hand and seal of office this __________ day of __________, (year)."

____________________
(Personalized Seal)      Notary Public's Signature

JURAT

"State of Texas
County of _______________

Sworn to and subscribed before me on the __________ day of _______________, (year), by (name of signer)."

____________________
(Personalized Seal)      Notary Public's Signature

VERIFICATIONS

Form 1:

"State of Texas
County of _______________

_______________, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true."

____________________
(Personalized Seal)      Notary Public's Signature

Form 2:

"State of Texas
County of _______________

Before me, a notary public, on this day personally appeared ________________, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct."

____________________
(Personalized Seal)      Notary Public's Signature
OATH OR AFFIRMATION

“State of Texas
County of__________________

I, (affiant), do solemnly swear (or affirm), that I will faithfully execute the duties of the office of __________________ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

________________________ Signature of Affiant

Sworn to and subscribed before me by (affiant) on this __________ day of _______________, (year).”

________________________
(Personalized Seal) Notary Public's Signature