



# Getting Started as an Online Notary

## What is an online notary?

An online notary public is a commissioned notary public in the State of Texas who has the authority to perform a remote notarization using an audio-visual conference rather than having the individual physically appear before the notary at the time of the notarization.

## What resources are available for online notaries?

Online notaries public in Texas are governed by [Subchapter C, Chapter 406](#) of the Texas Government Code and [Title 1, Chapter 87 \(PDF\)](#) of the *Texas Administrative Code*. Please note that Chapter 87 has been revised effective August 19, 2018.

There are also [educational materials](#) available on the secretary of state website.

## How do I become an online notary?

### Before you apply

Before applying to be an online notary public, there are several things that you must do first.

- ▶ You must already hold a current commission as a notary public in the State of Texas. You can check to see if you are commissioned using the [Notary Public Search](#).
- ▶ You must know the following information (please see the [Notary Public Search](#) for help):
  - The name under which you are currently commissioned as a traditional notary public;
  - Your notary identification number assigned by the secretary of state;
  - Your date of birth; and
  - Your social security number.
- ▶ You must not have been convicted of a felony or a crime involving moral turpitude.

- ▶ You must have the following:
  - Digital Certificate containing your electronic signature. The digital certificate must be issued by a third party provider (such as DocuSign), must use Public Key Infrastructure (PKI) technology and must be X.509 compliant. When affixed to the document, the digital certificate must render any subsequent changes to the document evident. The secretary of state cannot recommend a provider to you, but whatever source you get your digital certificate from should be able to verify that the digital certificate meets these requirements. See [Digital Certificates](#) for more information. **You can also Google “digital certificate with electronic signature” for more providers.**
  - An electronic seal that meets the following requirements:
    - The seal must contain the following information:
      - The words “Notary Public, State of Texas” around a star of five points;
      - The notary public’s name;
      - The notary public’s identifying number; and
      - The date the notary public’s commission expires (*please note that your online notary public commission will expire on the same date as your traditional notary public commission*).
    - 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.
    - **You can Google “electronic notary seal” to find vendors.**
  - You must have the ability to do the following:
    - Maintain an electronic record of the online notarization, including a recording and backup of the audio-visual conference. See [Record-Keeping Requirements for Online Notaries](#) for more information.
    - Use a third party to perform identify proofing and credential analysis in order to identify the person for whom you are performing the notarization. See [Identity Proofing and Credential Analysis](#) for more information.

### Find out more and apply online at:

<https://www.sos.state.tx.us/statdoc/gettingstarted.shtml#>

Texas Secretary of State Notary Public Unit - 512.463.5705

