



P.O. BOX 3967 PEORIA, IL 61612-3967
P: (800)645-2402 E: suretytx@rlicorp.com
RLISURETY.COM

Texas eNotary Instructions

Identifying Information

- Notary Applicant must provide full name exactly as documents will be notarized.
- Notary Applicant must provide street address (including county).
IMPORTANT: Applicant must be a Texas resident.
- Notary Applicant must provide social security number.
- Notary Applicant must provide date of birth.
- Notary Applicant must provide valid driver's license number (state of license must also be provided).
- Notary Applicant must provide email address.

Statements Relating To Qualification

- Notary Applicant must be at least 18 years of age.
- Notary Applicant must be a legal resident of Texas.

Notary Public Surety Bond

- Name and address of agency must be provided.
IMPORTANT: To expedite processing of the eNotary request, provide the **RLI** producer number next to the agency name.

Errors and Omissions

- **RLI Insurance Company** offers Errors and Omissions coverage in the amounts of \$5,000, \$10,000, \$25,000, or \$35,000.

eNotary Filing

The completed application and order form must be sent to **RLI Insurance Company** by one of the following methods:

- Email to: TexasNotary@AaronNotary.com OR
- Mail to: **RLI Insurance Company**
P.O. Box 3967
Peoria, IL 61612-3967

Notary Supplies

If a notary package was ordered that includes a notary stamp, send a copy of your Commission Certificate to **RLI Insurance Company** by the following method:

- Email to: TexasyNotary@AaronNotary.com

Thank you for choosing RLI Surety!

☐ New Notary Application ☐ Renewal Notary Application <i>Commission Exp. Date</i> Has your name changed? ☐ Yes ☐ No	APPLICATION FOR APPOINTMENT AS A TEXAS NOTARY PUBLIC Agency Name: _____ Producer Number: _____ Agency Address: _____
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Identifying Information

Legal Name: *(Name to be used when performing notarizations)* _____ Social Security No.: _____

<i>Last Name</i>	<i>First Name</i>	<i>Middle (Optional)</i>	<i>Suffix</i>	<i>Required by TX Gov't Code</i>
Post Office Address: ☐ Home Address ☐ Business Address <i>(Address displayed to the public)</i>				

<i>Street Address</i>	<i>Ste / Apt No.</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Residence County</i>
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Email Address: _____ Date of Birth: _____

(Email addresses are private and used only for communication for the notary commission.)

Driver's License or Identification No.: _____ Issuing State: _____

Statements Relating To Eligibility

A conviction for a crime involving moral turpitude (misdemeanor or felony) OR a felony, at any time, disqualifies you from appointment as a notary public under Texas law. All applicants are subject to a background check..

Select one fo the following options:

☐ A. I, the above-named applicant, have never been convicted of a crime OR I have only been convicted of a Class C misdemeanor.

OR

☐ B. I, the above-named applicant, have been found guilty of a crime other than a Class C misdemeanor.

Applicants selecting this option must submit the following items for each conviction:

1. Copy of the Court Order, Sentencing, and all documents pertaining to release from probation *(if applicable)*.
2. A statement of the nature, circumstances, date, and location relating to the conviction(s) of the crime(s) and whether the case is on appeal.



YOUR NOTARY PUBLIC COMMISSION IS EXPIRING SOON!

In order to continue in your capacity as Notary Public, it is necessary to obtain a new notary bond for your reappointment. Aaron Notary Appointment Services Inc. offers comprehensive notary packages to make the notary bond process quick and simple for you.

SELECT YOUR NOTARY BOND AND INSURANCE OPTION

☐	Notary Bond + Texas Filing Fee	\$ 71.00
☐	Notary Bond + Texas Filing Fee + \$ 5,000 Errors & Omissions Coverage	\$ 89.00
☐	Notary Bond + Texas Filing Fee + \$10,000 Errors & Omissions Coverage	\$107.00
☐	Notary Bond + Texas Filing Fee + \$25,000 Errors & Omissions Coverage	\$124.00
☐	Notary Bond + Texas Filing Fee + \$35,000 Errors & Omissions Coverage	\$131.00
☐	Notary Bond + Texas Filing Fee + \$50,000 Errors & Omissions Coverage	\$171.00

Bond + Errors & Omissions Subtotal:

SELECT YOUR NOTARY PACKAGE *(optional)*

☐	Standard Stamp	\$ 18.06
☐	Standard Stamp & Journal	\$ 26.56
☐	Deluxe Stamp	\$ 23.38
☐	Deluxe Stamp & Journal	\$ 31.88

Package Subtotal:

SELECT YOUR SHIPPING METHOD *(if ordering a notary package)*

☐	Economy Shipping (12-15 business days)	\$ 6.50
☐	Standard Shipping (7-10 business days)	\$ 10.00
☐	Express Shipping (4-7 business days)	\$ 15.00

Shipping Subtotal:

TOTAL: _____

COMPLETE YOUR INFORMATION

Name			
Address		County of Commission	
City, State, Zip		Commission Number	
Email Address		Previous Bond #	
Phone Number			

WHEN COMPLETE, RETURN THIS FORM TO:



P.O. BOX 3967 PEORIA, IL 61612-3967
P: (800)645-2402 E: asksurety@rlicorp.com
RLISURETY.COM

Texas Policyholder Notice

Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company. If you don't, you may lose your right to appeal.

RLI Insurance Company or CBIC Insurance Company

To get information or file a complaint with your insurance company:

Call : 800-645-2402

Online: <https://www.rlicorp.com/contact-rli>

Email: suretyil@rlicorp.com

Mail: 9025 N. Lindbergh Drive, Peoria, IL 61615.

The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439

File a complaint: www.tdi.texas.gov

Email: ConsumerProtection@tdi.texas.gov

Mail: MC 111-1A, P.O. Box 12030, Austin, Texas 78711-2030



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Texas Policyholder Notice

¿Tiene una queja o necesita ayuda?

Si tiene un problema con una reclamación o con su prima de seguro, llame primero a su compañía de seguros. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en inglés) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, también debe presentar una queja a través del proceso de quejas o de apelaciones de su compañía de seguros. Si no lo hace, podría perder su derecho para apelar.

RLI Insurance Company or CBIC Insurance Company

Para obtener información o para presentar una queja ante su compañía de seguros:

Llame: 800-645-2402

En línea: <https://www.rlicorp.com/contact-rli>

Correo electrónico: suretyil@rlicorp.com

Dirección postal: 9025 N. Lindbergh Drive, Peoria, IL 61615.

El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: 1-800-252-3439

Presente una queja en: www.tdi.texas.gov

Correo electrónico: ConsumerProtection@tdi.texas.gov

Dirección postal: MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091