

**Form 2303—General Information
(Voluntary Surrender of Notary Public Commission)**

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

Commentary

The secretary of state appoints and commissions Texas notaries public under Subchapters A and C of Chapter 406 of the Government Code. As used in this form, a traditional notary public means an individual who is commissioned under Subchapter A, Chapter 406 of the Government Code.

A Texas notary public commission expires four years from the date of issuance, however, a Texas notary public may voluntarily surrender the notary public commission at any time. This form is for use by a currently commissioned a Texas notary public who holds a traditional notary public commission and who wishes to voluntarily surrender the notary public commission before the expiration date. The surrender will be effective as of the date of execution of the voluntary surrender form.

NOTICE

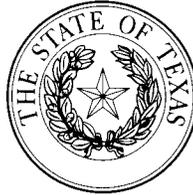
A Texas notary public who holds an online notary public commission under Subchapter C of the Government Code may voluntarily surrender the online commission. However, an online notary public must use SOS Form 2303-ON, rather than this form, for this purpose. Also, an individual who holds both an online notary public commission and a traditional notary public commission must voluntarily surrender the online notary public commission when voluntarily surrendering the individual's traditional notary public commission. This form, together with SOS Form 2303-ON, must be submitted to voluntarily surrender both commissions.

Instructions for Form

- **Identifying Information:** Enter the name under which your notary public commission was issued. The disclosure of your social security number is mandatory. It will be used only to maintain the accuracy of the secretary of state's records. The secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request.
- **Statement of Voluntary Surrender:** Select either A or B to indicate whether your notary public commission is enclosed with the form. You must enclose your notary public commission if it is in your possession.
- **Delivery Instructions:** There is no filing fee for a voluntary surrender of notary public commission. The completed form may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375; faxed to (512) 463-5255; or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701.

Revised 01/2019

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 13375
Austin, TX 78711-3375
512-463-5705
512-463-5255 - Fax
Filing Fee: None



**VOLUNTARY SURRENDER OF
TEXAS NOTARY PUBLIC
COMMISSION**

Identifying Information

Social Security No.: _____

Name:

Last *First* *Middle* *Suffix*

Commission Expires: _____
mm/dd/yyyy

Statement of Voluntary Surrender

I surrender my Texas notary public commission. I understand that I am no longer authorized to perform the acts of a Texas notary public.

A. My original notary public commission is enclosed.

OR

B. I no longer have my original notary public commission.

Execution

Date: _____

Signature of Surrendering Notary

Printed or typed name of Surrendering Notary