

State Office of Risk Management

**NOTARY WITHOUT BOND, CHANGE IN STATE EMPLOYMENT**

Complete only **SECTION 1** if the employee transferred from one state agency to another.  
Complete only **SECTION 2** if employee is no longer employed by the State of Texas. This information will be forwarded to the Secretary of State's Office.

Note: A Notary Public is personally liable for negligence or fraud in the performance of the duties of the office. The purpose of a notary bond is to ensure that the injured person can recover at least \$10,000, but this does not protect the Notary Public from personal liability for the full extent of damages caused by a breach of official duty. In addition to civil liability, Notaries Public may be subject to criminal prosecution and the revocation or suspension of their notary public commission by the Secretary of State's office.

**SECTION 1**

To be completed by **PREVIOUS** or **NEW STATE AGENCY**:

Social Security Number:	
Name:	
Previous State Agency:	
New State Agency:	
Effective Date of Change:	
Commission Expiration Date:	
Notified Employee of Acknowledgment Form? (1)	

**SECTION 2**

To be completed by **TERMINATING STATE AGENCY**:

Social Security Number:	
Name:	
Terminating State Agency:	
Termination Date:	
Voluntarily Resigned Notary Commission? (2)	
Commission Expiration Date:	
Notified Employee of Acknowledgment Form (1)	

Please forward to the State Office of Risk Management by e-mail, fax, or mail for processing.

[Notary@sorm.state.tx.us](mailto:Notary@sorm.state.tx.us)

Fax: 512-370-9028

Attention: Bonds & Insurance

P.O. Box 13777  
Austin, TX 78711-3777

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*(1) Wording on Acknowledgment Form (#SORM-203) signed by the employee: "I understand that the State of Texas will defend and indemnify state employees for damages, attorney fees and court costs adjudged against them when the damages are based on a negligent act or omission in the course and scope of the person's employment. I understand that the State's indemnification may not exceed \$100,000 and is subject to the limitations and exclusions provided in Tex. Civ. Prac. & Rem. Code Chapter 104. By signing this acknowledgment form, I recognize that I am liable for any and all costs, fees and expenses, including defense costs, as well as settlements and judgments resulting from the use of my notary commission outside the course and scope of my duties as a State of Texas employee."*

**(2) To resign a notary commission the employee should send a letter stating their intentions and mail the green certificate to the Secretary of State, Notary Public Unit P.O. Box 13375, Austin, Texas 78711-3375. The record book(s) must also be surrendered to the corresponding county clerk's office.**

10/06/11

SORM-204