



Remote Online Notarization Packet

- Remote Online Notarization FAQs
- Registration for Online Notary Public
- State of Florida \$25,000 Bond Form
- List of RON Course & Service Providers
- Payment Form



Florida Notary Association

P.O. Box 533964, Orlando, Florida 32853

P: 407-894-6614 | E: mail@flnotary.com | www.mail@flnotary.com

REMOTE ONLINE NOTARY—FREQUENTLY ASKED QUESTIONS

Beginning January 1, 2020, Florida notaries may register to perform remote online notarizations (RONs).

What is a remote online notary?

A remote online notary is a commissioned notary public who is also authorized to perform notarizations online using audio-video technology standards that meets the requirements set forth in Chapter 117, Florida Statutes, and Chapter 1N-7.001, Florida Administrative Code.

How can I become a remote online notary?

To register as a remote online notary, please follow these important steps:

- Review statutes and rules related to notaries public and remote online notaries public.
- Complete a remote online notary education course covering the duties, obligations and technology requirements for serving as a remote online notary.
- Obtain a \$25,000 notary bond.
- Obtain a notary errors & omissions insurance policy in the minimum amount of \$25,000.
- Select a RON service technology provider that is compliant with Florida law.
- Complete the registration form (see attached). The registration form will need to be notarized by another notary.
- Submit the completed registration form along with payment of \$10 by check payable to the Florida Department of State. You must include proof of your bond and insurance policy, a copy of your appointment as a notary public and evidence of completing a course for remote online notaries.

Is remote notarization the same as electronic notarization?

Many believe they are the same, but they are not. While electronic notarizations involve documents signed and notarized in an electronic format, all other elements of a traditional notarization apply, including the signer physically appearing before the notary. With remote notarizations, the transaction is performed online through means of audio-video technology rather than in person.

What kind of technology will I need to perform remote notarizations?

You will need to partner with a remote online notarization service provider whose technology complies with standards and requirements pursuant to Chapter 117, Florida Statutes, and Chapter 1N-7.001, Florida Administrative Code.

Can I use Skype or FaceTime to perform notarizations?

No. Apps such as FaceTime, Skype and Google Duo do not meet the requirements for a RON service provider set by Florida Statutes.

May I use my current Errors & Omissions Insurance Policy as a remote notary?

No. You will need to purchase a new E&O in the minimum amount of \$25,000; this is a separate RON policy.

May I use my current bond to become a remote online notary?

No. Your current notary bond is in the amount of \$7,500. You will need to purchase a new bond in the amount of \$25,000.

How long is the remote online notary registration valid?

The registration will run concurrently with your existing notary public commission and will expire on the same day, regardless of when the online notary registration was filed.

How long is the \$25,000 notary bond in effect?

The notary bond will run concurrently with your existing notary public commission and will expire on the same day, regardless of when the online notary registration was filed.

APPLICATION REGISTRATION FOR ONLINE NOTARY PUBLIC

Mail to: Florida Department of State, Division of Corporations, ATTN: Notaries PO Box 6327, Tallahassee, FL 32314

In person or courier service to: 2415 North Monroe St., Suite 810, Tallahassee FL 32303

PERSONAL INFORMATION

Full Name: _____
(Last) (First) (Middle)

Name as Commissioned: _____

Home Address: _____
(Street) (City) (State) (County) (Zip Code)

Email Address: _____ Phone Number: _____

Florida Notary Commission Number: _____ Expiration: _____

Florida Notary ID: _____

Civil-Law Notary-Florida Bar Number: _____ Date Appointed: _____

Commissioner of Deeds Expiration Date: _____

I will use the following RON Service Provider in compliance with Florida Law: _____

The applicant confirms:

1. The technology and processes they have chosen for use in performing online notarizations must satisfy the requirements set forth in Ch. 117, Florida Statutes, and Ch. 1N-7, Florida Administrative Code.
2. They have submitted evidence of obtaining a bond in the amount of \$25,000.
3. They have submitted evidence of Errors and Omission (E&O) insurance policy in the minimum amount of \$25,000.
4. They have submitted a copy of their commission or appointment as a Notary Public, Civil-Law Notary, or Commissioner of Deeds.
5. They have submitted payment of registration fee of \$10 by check payable to the Florida Department of State.
6. They understand that suspension, revocation, expiration, or termination of the applicant's Notary Public commission or appointment as a Civil-Law Notary, or Commissioner of Deeds immediately deactivates an Online Notary Public's registration.
7. They have submitted evidence of completing a classroom or online course covering the duties, obligations and technology requirements for serving as online notary public.

Under penalties of perjury, I declare that I have read the foregoing Registration for Online Notary and that the facts stated in it are true.

Signature: _____

Print Name: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to, affirmed, and subscribed before me by means of physical presence or online notarization, this

_____ day of _____ 20____, by _____ who is personally known to me or who has produced _____ as identification.

Notary Signature: _____

Printed Name: _____

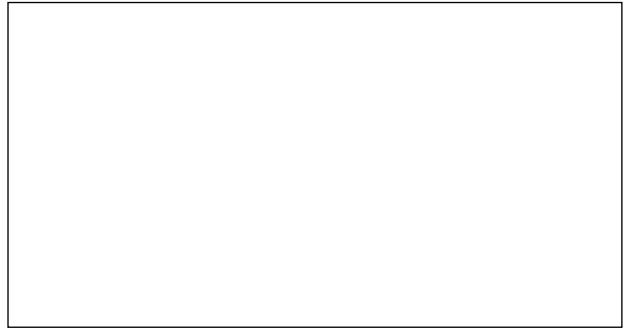
[Place Notarial Seal]

Notary Public, State of Florida

STATE OF FLORIDA
BOND OF NOTARY PUBLIC OR
ONLINE NOTARY PUBLIC

Secretary of State
Notary Commissions
Form: DOC IN-7, R. 1N-7.001, F.A.C, effective 01/2020

FOR OFFICE USE ONLY
Approved by Department of State



STATE OF FLORIDA

KNOW ALL MEN BY THESE PRESENTS, That we;

_____ as Principal, and
(Name of Registrant)

RLI (309) 692 – 1000
(Imprint Name of Surety Company) (Telephone Number)

as Surety Company, give bond payable to any individual who may be harmed as a result of a breach of duty by said applicant acting in his/her official capacity as a Notary Public OR Online Notary Public in the amount of Twenty-Five Thousand Dollars (\$25,000) as assurance for the due discharge of the duties of his/her office of Notary Public OR Online Notary Public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally. Liability under this bond is limited to \$7500 for acts performed in the capacity of a Notary Public pursuant to section 117.01(7)(a), Florida Statutes.

Applicant was, on the date of issuance of Notary Public commission, bonded in and for the State of Florida as a Notary Public of Florida, to hold office for the term of four years in accordance with the Constitution and Laws of this State.

Now, therefore, if said applicant shall faithfully discharge the duties of the office of Online Notary Public, as prescribed by law, then *this* obligation shall be void.

X _____
(Signature of Registrant)

Signed and sealed this _____ day of _____, 20__

RLI
(Name of Surety Company)

P.O. Box 3967, Peoria, IL 61612
(Address of Surety Company)

Florida Notary Association, Inc.
(Name of Bonding Agency or Company)

1922 E. Hillcrest Street, Orlando, Florida 32803
(Address of Bonding Agency or Company)

Signature of Florida Licensed Agent
A231044
(Florida Licensed Agent Number)

Janice C. Gullikson
(Printed Name of Florida Licensed Agent)



Section 817.234(1)(b), F.S. "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim of an application containing any false, incomplete, or misleading information is guilty of a felony in the third degree."

This bond shall be for Twenty- Five Thousand Dollars (\$25,000).
After execution by Surety Company, the bond must be submitted to the Department of State for approval and filing before issuance of the registration of online notary public.



RON COURSE & SERVICE PROVIDERS

YOU MUST COMPLETE THE ONLINE EDUCATION TRAINING

To register as an online notary public, you must first complete the online education training course and receive a certificate of completion to be attached to your registration application.

YOU MUST CONTRACT A THIRD PARTY VENDOR BEFORE APPLYING

To apply to be an online notary public, you must first have a contract with a company that will provide you with the technological support needed to perform online notarizations. This company must provide you with:

1. The technology to be used in attaching or logically associating an electronic notarial certificate, signature and seal to an electronic document;
2. The technology to be used in conducting identity proofing and credential analysis;
3. The technology to store and maintain a recording of the video and audio conference of the online notarization session.

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REMOTE ONLINE NOTARY PUBLIC EDUCATION COURSE

STATE OF FLORIDA APPROVED

Florida Land Title Association

<https://fltascchool.teachable.com/>

REMOTE ONLINE NOTARY SERVICE PROVIDERS:

MEET STATE OF FLORIDA STANDARDS

SIGNiX

<https://www.signix.com/>

DocuSign

<https://www.docusign.com/>

Notarize

<https://www.notarize.com/>

NotaryCam

<https://www.notarycam.com/>

SafeDocs

<https://www.safedocs.com/>

The Florida Department of State nor Florida Notary Association recommend or endorse any particular third party vendors. The basic requirements for vendors' technology are found under Chapter 117, Florida Statutes.

Be sure to do your research, read reviews and check RON service providers with the Better Business Bureau.



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REMOTE ONLINE NOTARIZATIONS

- Complete training for Remote Online Notarizations
- Complete Registration for Online Notary
- Choose and list the RON technology provider
- Notarize registration form
- Include a copy of your Notary Certificate
- Purchase Bond for \$25,000
- Purchase Errors & Omissions policy for a minimum \$25,000
- State Filing Fee \$10 (Check made payable to Florida Dept. of State)
- Mail all documents Florida Dept. of State - **Original Signatures Required**

ORDER OPTIONS

ERRORS & OMISSIONS

<input type="checkbox"/>	\$25,000 E&O Policy	\$55
<input type="checkbox"/>	\$50,000 E&O Policy	\$105
<input type="checkbox"/>	\$100,000 E&O Policy	\$205

NOTARY CERTIFICATE

<input type="checkbox"/>	Replacement Certificate *	\$15
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25K BOND

<input type="checkbox"/>	1 Year Remaining on Commission	\$34
<input type="checkbox"/>	2 Years Remaining on Commission	\$39
<input type="checkbox"/>	3 Years Remaining on Commission	\$54
<input type="checkbox"/>	4 Years Remaining on Commission	\$69

TOTAL DUE:

Please confirm that Florida Notary Association is your current bonding agency, refer to <http://notaries.dos.state.fl.us/not001.html>.
Certificate replacement will be processed by the State in approximately 1 week.

PAYMENT OPTIONS

- Check
- Money Order
- Purchase Order
- Credit Card Portal (Link will be emailed)

Notary's Name: _____

Email: _____

