

# STEP BY STEP

# 1

## APPLICATION

**Complete** the required items:

- Application
- Oath of Office
- Bond of Notary Public
- Order Form



# 2

## COURSE (New Notaries Only)

- **Complete** required Notary Education Course
- **Print** course certificate

This 3 hour course is provided by the Department of State, no additional fees required.



# 3

## SIGNATURES

**You Sign:**

- Oath of Office
- Bond Form
- Certificate of Notary Course

**Your Friend Signs:**

- Affidavit of Character



# 4

## MAIL

Send the aforementioned signed forms to:

**Standard:** (USPS)  
Florida Notary Association  
P.O. Box 533964  
Orlando, Florida 32853

**Express:** (UPS/FEDEX)  
Florida Notary Association  
1922 Hillcrest Street  
Orlando, Florida 32803



# ORDER FORM



## NOTARY PACKAGE

4 Year Packages are All-Inclusive

- NEW NOTARY PACKAGE** **\$109**  
\$7,500 Bond, Stamp, State Fees,  
Certificate & Course Link
- RENEWAL NOTARY PACKAGE** **\$109**  
\$7,500 Bond, Stamp, State Fees,  
& Certificate



## E&O INSURANCE

Bonds Protect Clients - E&O Protects **YOU**

- \$10,000 Errors & Omission Policy **\$29**
- \$25,000 Errors & Omission Policy **\$67**
- \$30,000 Errors & Omission Policy **\$74**



## NOTARY+ MEMBERSHIP

You **MUST** Stay Current on State Laws

- \$49**
  - Quarterly E-Newsletter Updates
  - Stamp Replacement
  - Notarization Hotline
  - Special "Members Only" Discounts
  - Downloadable "Must Haves"
  - **FREE** Notary Reference Manual
  - **FREE** Florida Notary Lapel Pin



## SHIPPING OPTIONS

Select Your Delivery Method

- Flat Rate Shipping (USPS) **\$7**
- Express Shipping (UPS) **\$27**
- Pick Up (Orlando Office) **FREE**



## PAYMENT OPTIONS

Select Your Method of Payment

Full Name:

Email:

- Check
- Money Order
- Purchase Order
- Credit Card Portal

**TOTAL DUE:**



**NOTARY PUBLIC COMMISSION APPLICATION**  
 Florida Department of State  
 Notary Commissions (850) 245-6975

**FLORIDA NOTARY ASSOCIATION**  
 P.O. Box 533964  
 Orlando, Florida 32853-3964  
 (407) 894-6614

This application and the information it contains, except social security numbers, are public record and may be disclosed to any person upon request.

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_  
(Last) (First) (Middle)

Home Address: \_\_\_\_\_  
(Street - NO P.O. BOX) (City) (State) (County) (Zip)

Place of Employment: \_\_\_\_\_  Unemployed  Retired

Business Address: \_\_\_\_\_  
(Street - NO P.O. BOX) (City) (State) (County) (Zip)

Mail to:  Home  Business  Other Address: \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip)

E-mail Address: \_\_\_\_\_  
(or write "NONE")

Sex:  Male  Female

Race:  Asian  
 Black or African American  
 Native American or Alaska Native  
 White  
 Other: \_\_\_\_\_

Home Phone: \_\_\_\_\_  
(or write "NONE")

Business Phone: \_\_\_\_\_ Extension: \_\_\_\_\_  
(or write "NONE")

Florida Driver's License (or other State of Florida Issued ID): \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The disclosure of a Florida notary public applicant's social security number is expressly required by Fla. Stat. § 117.01(2) and is imperative for processing notary public commission applications. Please be advised that social security numbers are only used for processing the notary application and are exempt from disclosure pursuant to Fla. Stat. § 119.071(5)(a)5.

- Are you a legal resident of Florida?  Yes  No (If No, you are not eligible to apply for a notary commission. Legal residency must be maintained throughout the appointment.)
- Are you a United States citizen?  Yes  No (If No, you must submit a recorded Declaration of Domicile. Obtain this document from your County Courthouse.)
- Are you a wartime veteran with a disability rating of 50% or more?  Yes  No (If yes, you must submit a written request for the fee reduction and provide proof of exemption.)
- Are you now or have you ever been commissioned a Notary Public in the State of Florida?  Yes  No (If No, you, must complete a 3 hour notary education course and submit a signed certificate of completion. Fla. Stat. § 668.50 (11)(b))

If Yes: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Commission Expiration Date) \_\_\_\_\_ (Commission Number) \_\_\_\_\_ (Name in which your commission was issued)

5. Have you held any professional licenses or commissions (other than Notary Public) in Florida during the past 10 years?  Yes  No

If yes, please list: \_\_\_\_\_

Have any been revoked?  Yes  No (If Yes, you must submit a written statement about the nature of the action any supporting documentation, such as a copy of the final order from the regulating agency.)

6. Have you been disciplined by a regulatory agency, including the Florida Bar, and including disciplinary action that is confidential?  Yes  No (If Yes, you must submit a written statement about the nature of the action and any supporting documentation, such as a copy of the final order from the regulating agency.)

7. Have you been convicted of a felony or had an adjudication of guilt withheld for a felony offense?  Yes  No (If Yes, you must submit a written statement of the nature of the offense(s), a copy of the court judgment and sentencing order. If convicted, you must submit a certificate of Restoration of Civil Rights.)

8. Are you currently on probation?  Yes  No

**AFFIDAVIT OF CHARACTER**

STATE OF \_\_\_\_\_ COUNTY

I, \_\_\_\_\_ am unrelated to and have known \_\_\_\_\_ for one year or  
(Print or Type Name of Affiant) (Name of Applicant)

more and to the best of my knowledge and observation know (him) (her) to be of good character.

My address is \_\_\_\_\_  
(Street) (City) (State) (County) (Zip)

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ **X** \_\_\_\_\_  
(or write "NONE") (or write "NONE") (Signature of Affiant)



**OATH OF OFFICE**

STATE OF FLORIDA

\_\_\_\_\_ COUNTY

I DO solemnly (swear) (affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; that I have read Chapter 117, Florida Statutes, and any amendments thereto, and know the duties, responsibilities, limitations, and powers of a notary public; and that I will well and faithfully perform the duties of Notary Public, State of Florida on which I am now about to enter. So help me God.\*

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING APPLICATION AND OATH AND THAT THE FACTS STATES THEREIN ARE TRUE.

I accept the office of Notary Public, State of Florida.

X \_\_\_\_\_  
(Signature of Applicant- This is the name in which your commission and notary seal will be issued)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

**\*Note:** If you affirm, you may omit the words "So help me God." Fla. Stat. §92.52.

\_\_\_\_\_  
(Print or Type Name- Must match signature – Must use legal first name, no initials )

**MEMORANDUM**

AS A GENERAL MATTER APPLICATIONS FOR ALL POSITIONS WITHIN STATE GOVERNMENT ARE PUBLIC RECORDS, WHICH MAY BE VIEWED BY ANYONE UPON REQUEST. HOWEVER, THERE ARE SOME EXEMPTIONS FROM THE PUBLIC RECORDS LAW FOR IDENTIFYING INFORMATION RELATING TO CERTAIN ENUMERATED PERSONS, INCLUDING, BUT NOT LIMITED TO, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. (SEE SECTION 119.071, FLORIDA STATUTES) IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDA NOTARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE OBTAIN A PUBLIC RECORDS EXEMPTION FORM FROM THE FLORIDA DEPARTMENT OF STATE BY ACCESSING THE FOLLOWING LINK AND FOLLOWING THE INSTRUCTIONS ON THE FORM:

<https://dos.myflorida.com/sunbiz/other-services/subpoenas-and-public-records-exemption-requests/>:

**STATE OF FLORIDA**  
**BOND OF NOTARY PUBLIC**

Secretary of State  
Notary Commissions

**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 Applicant)

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 Notary Public, in the amount of Seven Thousand, Five Hundred Dollars (\$7,500) as assurance for the due discharge of the duties of his/her office of Notary Public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally.

Applicant was, on the date of issuance of commission, bonded as a Notary Public in and for the State 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 Notary Public, as prescribed by law, then this obligation shall be void.

X \_\_\_\_\_  
(Signature of Applicant)

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 Seven Thousand, Five Hundred Dollars (\$7,500).  
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.