

ORDER FORM



AMENDED NOTARY COMMISSION REQUEST

The Amended Commission Request should be executed within 60 days of your name change. **Once you have completed and signed this form, please mail it to our office with your current commission certificate and payment of \$52.00.** If you are unable to locate your current commission certificate, a signed letter from you stating that it is lost will suffice.

NOTARY DETAILS:

Current Name:

Commission #: Exp. Date:

NEW NAME:

You will receive a new notary certificate and stamp in approximately two (2) to three (3) weeks from our receipt of your forms and payment. You may continue to perform your duties as a notary in your former name until receipt of the amended commission and stamp from our office.

REMOTE ONLINE NOTARY NAME CHANGE PROCEDURES (IF APPLICABLE)

Include a copy of the first page of your original RON registration form with the old name crossed out and the new name written above it.

PAYMENT OPTIONS:

Full Name:

Email:

Select Your Method of Payment

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

TOTAL DUE:

\$52

PLEASE MAIL YOUR FORMS TO
P.O. BOX 547036
ORLANDO, FL 32854



STATE OF FLORIDA NOTARY PUBLIC

AMENDED COMMISSION REQUEST NOTICE OF NAME CHANGE

Type or print name in which commission is currently issued

Date of birth

Sign your official signature as currently commissioned



Type or print new commission name as it is to appear on your certificate



Imprint current seal for identification only

Sign your new official signature, the same as your new commission name

Date legal name changed

FILL IN YOUR CURRENT ADDRESSES AND PHONE NUMBERS:

Physical home address, City and Zip

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Area code and telephone number

Indicate business name, unemployed or retired

Business address, City and Zip

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Area code and telephone number

MAIL TO: ☐ Business ☐ Home OR

Mailing address

Please forward this form along with applicable fees and your current commission to your bonding agency. Your bonding agency will provide the rider to your notary public bond and forward all forms to the Secretary of State's office for processing.

DS-DE-77A (4/97)