

REMOTE ONLINE NOTARY GUIDE

*Be a RON in **4** Easy Steps*

FLORIDA NOTARY ASSOCIATION, INC.
407-894-6614 | mail@flnotary.com | flnotary.com

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RON STEP BY STEP



1 APPLICATION

- **Complete** Registration, Bond and Order forms
- **Email** all forms to mail@flnotary.com
- **Remit** payment upon receipt of emailed invoice

Required Bond and E&O will be emailed to you after above action items are complete.



2 PLATFORM

Registration with a RON platform is required.

notaryhub powered by a360inc

Sign up with **Notary Hub**, a Florida Notary Association affiliate, for a **20% OFF** your subscription.



3 COURSE

- **Complete** required Remote Online Notary Course
- **Print and Sign** course certificate
- **Submit** certificate with completed RON forms

This 2 hour RON course is provided by the Florida Land Title Association, additional fees may be required.



4 MAIL

Mail the aforementioned forms to:

Florida Department of State
Division of Corporations
PO Box 6327
Tallahassee, FL 32314

State approval of your RON application will take approximately 2-3 weeks.

notaryhub
powered by a360inc



MEET NOTARY HUB - YOUR RON BUSINESS SOLUTION

Notary Hub makes it easy to offer remote online notarizations and build your business from virtually anywhere.

RON PRO
$35/month | $325/year

SPECIAL OFFER
20% OFF

WHAT YOU GET

Unlimited RON Access
Conduct remote online notarizations anytime, anywhere.

Your Own Branded Storefront
Create an online presence where clients can find and book your services.

Affordable Signing Fees
Flat-rate signing fees starting at just $5/session.

One FREE Signing Every Month
Your first signing each month is on Notary Hub.

Live Notary Support
Assistance when you need it—from technology to the signing process.

888-307-1001 notaryhub.com

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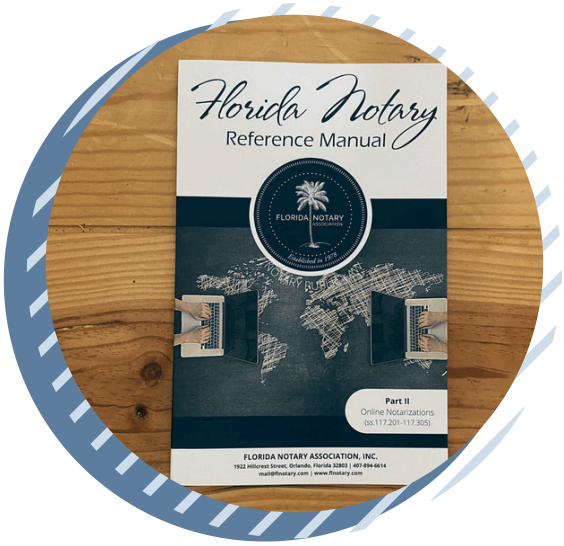
ORDER FORM

NOTARY DETAILS:

Full Name:

Comm. #: Exp. Date:

Email:



The RON Reference Manual and other notary accessories are available for purchase at The Dotted Line Shop.

RON $25,000 BOND TERM SELECTION

Based on commission expiration date

- ☐ 4 Years Remaining **$79**
- ☐ 3 Years Remaining **$64**
- ☐ 2 Years Remaining **$49**
- ☐ 1 Year Remaining **$44**

RON E&O INSURANCE LIMITES SELECTION

Minimum Amount Required: $25,000

- ☐ $25,000 E&O Policy **$55**
- ☐ $50,000 E&O Policy **$105**
- ☐ $100,000 E&O Policy **$205**

PAYMENT OPTIONS:

REMOTE ONLINE NOTARY

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

PLEASE EMAIL YOUR REQUEST TO
MAIL@FLNOTARY.COM

TOTAL DUE:

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

Email Address: _____ Phone Number: _____

Florida Notary Commission Number: _____ Expiration: _____

Florida Notary ID: _____ Date Appointed: _____

Civil-Law Notary- Florida Bar Number: _____

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.

Signature: _____

Print Name: _____
Notary Public, State of Florida

[PLACE NOTARIAL SEAL]

My Commission Expires: _____

Form: DOC IN-7, R. 1N-7.001, F.A.C, effective 01/2020

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

P.O. BOX 547036, ORLANDO, FL 32854
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.

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FAQS

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 inChapter 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 statues 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 toChapter 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.

