

INSTRUCTIONS FOR COMPLETING NOTARY DOCUMENTS

Please type or print clearly. Each of the forms that follow are required and have been approved by the State of Florida.

STEP 1 ► APPLICATION

To be completed by the applicant. Fill in all blanks. On some questions you may need to use "NONE," but do not leave any questions blank or use "N/A".

If you do not have a Florida Driver's License, submit a photocopy of one of the following: State of Florida issued ID or Recorded Declaration of Domicile.

AS A REMINDER, if you answer "yes" to question number 4, 5, 6 and/or 7, you must submit proper documentation to assist the Governor's Notary Section in determining qualification.

Revoked Professional License, you must submit a written statement about the nature of the action and a copy of the final order from the regulating agency.

Disciplinary action by a regulatory agency, 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.

Felony charge(s) or probation, 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.

AFFIDAVIT OF CHARACTER

To be completed by someone who has known you for at least one year and is not related to you. The character witness must fill in all of the requested information and sign at the BLUE (X).

OATH OF OFFICE

Sign at the RED (X). Print your name as you want it to appear on your commission. You must print your legal first name (no initial) and last name. **Acceptable Options:** Jonathan David Doe, Jon D. Doe, Jonathan Doe, Jonathan D. Doe.

(By signing the Oath of Office you are swearing or affirming that you have read Chapter 117 of the Florida Statutes. Please visit www.NotaryPublicFlorida.com to view the entire law. If you would like a printed version, please call 800.821.0821 to request a free copy by mail.)

STEP 2 ► BOND

To be completed by the applicant. Print your name and sign at the RED (X) as it appears on the Oath of Office. Leave remaining lines blank.

STEP 3 ► ORDER FORM

Select a notary package which contains a notary "seal" stamp that is required by law. Indicate your stamp case color where applicable. Select additional supplies you wish to purchase and total your order.

STEP 4 ► PAYMENT

Mail the completed forms with a credit card number, check or money order made payable to NOTARY PUBLIC UNDERWRITERS in the enclosed envelope.

STEP 5 ► TAKE COURSE Optional for renewing notaries

After you have purchased the course (see order form) you will receive a confirmation email with access information for taking the course. Once you have completed the course, print out the certificate of completion for your records only. If you are a first time notary, please send a signed copy of certificate of completion to us.

The information solicited on the Application, Affidavit of Character, Oath of Office and Bond is for the purpose of establishing that the applicant meets the statutory requirements of Chapter 117, Florida Statutes. Failure to provide the information requested on the above forms may result in denial of a notary public commission. The notary application and the information it contains, except social security number, will be a public record and may be disclosed any person upon request pursuant to Chapter 119, Florida Statutes.

P.O. Box 5378 • Tallahassee, FL 32314-5378
800.821.0821 or 850.656.3028

Notary Public
UNDERWRITERS, INC.

www.NotaryPublicFlorida.com

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

Mail Applications to: www.NotaryPublicFlorida.com
11111 N.W. 11th St., Suite 101
Tallahassee, FL 32314-5378
(850) 821-0821

PERSONAL INFORMATION

Full Legal Name: Thompson, Donna

Home Address: 1925 Shady Oaks Drive Orlando FL Orange 32807

Place of Employment: Advanced Processing Systems, Inc. Unemployed Retired

Business Address: 1201 Thomasville Road Orlando FL Orange 32807

Mail to: Home Business Other Address: P.O. Box 40170 Orlando FL 32815

E-Mail Address: dthompson@aps.com Sex: Male Female Race: Asian Black or African American Hispanic American or Alaska Native White Other

Home Phone: (407) 562-1153 Business Phone: (407) 286-7458 Extension: 3225

Florida Driver's License (or other State of Florida ID): 7734-622-54-339 Date of Birth: 09/15/1974

Social Security Number: 123-45-6789

The disclosure of a Florida notary public applicant's social security number is separately 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. §119.07(5)(a).

- 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 commission.)
- Are you a United States citizen? Yes No (If No, you may submit a recorded Declaration of Domicile. Obtain this document from your local county.)
- 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 1-hour notary education course and obtain a signed certificate of completion. Go to www.NotaryPublicFlorida.com to complete the course.)
- Have you held any professional licenses or commissions (other than Notary Public) in Florida during the past 10 years? Yes No (If Yes, have any been revoked? Yes No (If Yes, you must submit a written statement about the nature of the action and a copy of the Final Order from the regulating agency.)
- 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.)
- Have you been convicted of a felony or have you had an adjudication of guilt without a felony offense? Yes No (If Yes, you must submit a written statement about 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.)
- Are you currently on probation? Yes No

AFFIDAVIT OF CHARACTER

STATE OF Florida Orange County

I, Michelle White, am qualified to and have known Donna Thompson for one year or more, and to the best of my knowledge and observation know him or her to be of good character.

My address is: 2901 Old Bainbridge Road Orlando Florida Orange 32811

Home Phone: (407) 368-7299 Work Phone: (407) 368-7814 Michelle White

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

6.01 1 PLEASE COMPLETE BACK

STATE OF FLORIDA Orange County

OATH OF OFFICE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I will observe the Constitution of the State of Florida; that I will 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, in and to 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 STATED THEREIN ARE TRUE.

Donna Thompson 06/30/2017

"Note: If you affirm, you may add the words "So help me God." Fla. Stat. §117.02.

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 SOCIAL SECURITY NUMBERS, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDIANARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE CHECK THE FOLLOWING BOX.

Yes, I assert that identifying information provided in this application (other than my social security number, which I am aware is automatically exempt from public disclosure, pursuant to Fla. Stat. §119.07(5)(a)(2)) should be excluded from inspection under Public Records Law. If yes, please indicate what section of Florida Statutes provides this exemption in your particular situation.

IF YOU NEED ADDITIONAL GUIDANCE AS TO THE APPLICABILITY OF ANY PUBLIC RECORDS LAW EXEMPTION TO YOUR SITUATION, PLEASE CONTACT THE OFFICE OF THE ATTORNEY GENERAL.

Office of the Attorney General
The Capitol, PL 01
Tallahassee, FL 32399
(850) 245-6188

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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, Donna Thompson as Principal, and Universal Surety of America (800) 331-6053 as Surety Company, give bond payable to any individual who may be licensed or elected to a branch 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 bond 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 Constitution and Laws of this State.

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

Signed and sealed this _____ day of _____, 20____

Donna Thompson
Notary Public

JACK DIESTELHORST
President (Name of Public License 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 or 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 notary public commission.