## Instructions For Completing Notary Documents

If you are a Remote Online Notary (RON) and want to register again, **do not** complete the enclosed forms. Visit **https://www.notarypublicunderwriters.com/florida-remote-online-notary** to complete the forms securely online.

#### 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 5, 6, 7 and/or 8, 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). This does NOT need to be notarized.

#### **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. <u>Acceptable Options:</u> 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.NotaryPublicUnderwriters.com** to view the entire law.)

#### 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 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.

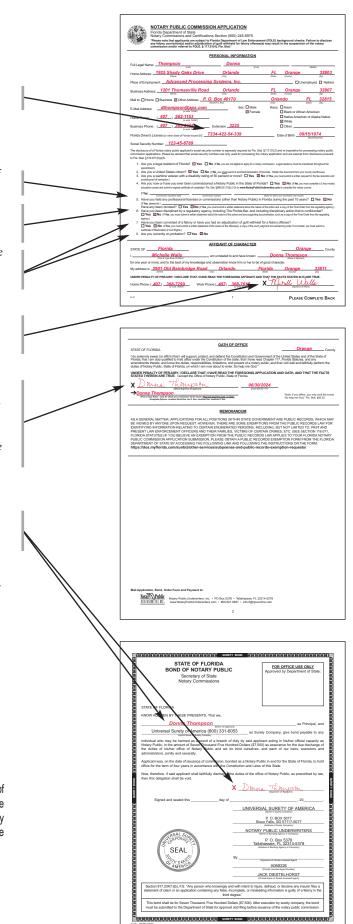
#### **STEP 5** TAKE COURSE Optional for renewing notaries

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 to 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 info.fl@npuonline.com







#### **NOTARY PUBLIC COMMISSION APPLICATION**

Florida Department of State Notary Commissions and Certifications Section (850) 245-6975

\*Please note that applicants are subject to Florida Department of Law Enforcement (FDLE) background checks. Failure to disclose any felony conviction(s) and/or adjudication of guilt withheld for felony offense(s) may result in the suspension of the notary commission and/or referral to FDLE. § 117.01(4), Fla. Stat.\*

#### **PERSONAL INFORMATION**

| Full Lec                                   | ral Name   |   |  |   |  |   |  |  |  |
|--|--|---|--|---|--|---|--|--|--|
| T dii Log                                  | gairtaine.   |   | (Last)   |   | (Firs  | t)  |  | (Middle)   |  |
| Home A                                     | Address:   | (Street)  |  | (City)  |  | (State)   | (County)   |  | (Zip)                                      |
| Place o                                    | of Employm   | ent:  |  |   |  |   |  | ☐ Unemployed   | ☐ Retired                                  |
| Busines                                    | ss Address:  | (01   |  | (Oir.)  |  | (01-1-)   | (0   |  | (7:-)                                      |
|  |  | (Street)  |  | (City)  |  | (State)   | (County)   |  | (Zip)                                      |
| Mail to:                                   | ☐ Home   | □ Business □                                    | Other Address:   | (Street/P.O. Box)   |  | (City)  |  | (State)  | (Zip)                                      |
| E-Mail A                                   | Address:   |   |  |   | Sex: ☐ Male  |   | ☐ Asian  |  |  |
|  |  |   | (or write "NONE")  |   | ☐ Fema   | le  |  | or African America   |  |
| Home F                                     | Phone:   | ()  | (or write "NONE")  |   |  |   | <ul><li>☐ Native</li><li>☐ White</li></ul>   | American or Alas   | ka Native                                  |
| Busines                                    | ss Phone:  | ()  |  | Extension   |  |   |  |  |  |
|  |  |   | (or write "NONE")  |   |  |   |  |  |  |
| Florida                                    | Driver's Lic   | cense (or other Sta                             | te of Florida Issued ID):  |   |  | [   | Date of Birtl  | 1:(Month/Day   | y/Year)                                    |
| Social S                                   | Security Nu  | mber:   |  |   |  |   |  |  |  |
| <ul><li>5.</li><li>6.</li><li>7.</li></ul> | education cou  If Yes:  Have you (If Yes, please Have any Have you  Yes agency.)  Have you  Yes certificate of R | (Commission expiration held any profestellist.) | red certificate of completion  date) (C esional licenses or c  Yes No (If Ye d by a regulatory agust submit a written statem  of a felony or have nust submit a written staten | sioned a Notary Pub n. Fla. Stat. §668.50 (11)(b). commission number) commissions (other t es, you must submit a writte gency, including The ent about the nature of the a you had an adjudica nent of the nature of the offe | han Notary Public) n statement about the nate Florida Bar, and ir action and any supporting ation of guilt withher | (Name for which ) in Florida duri ture of the action and including discipling documentation, such | m to complete  your commission ng the pas d a copy of the inary actio ch as a copy of offense? | the notary course.  was issued) t 10 years?   Final Order from the renthat is confident the Final Order from the | es No gulating agency.) tial? e regulating |
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| iviy add                                   | lress is   | (Street)  |  | (City)  |  | (State)   | (Cou   | nty) (Zi   | p) .                                       |
| UNDER                                      | PENALTY (  | OF PERJURY, I D                                 | ECLARE THAT I HAV  | E READ THE FOREG  | OING AFFIDAVIT A   | ND THAT THE F   | ACTS STAT  | TED IN IT ARE TRU  | IE.  |
| Home F                                     | Phone: (   | )(or write                                      | Work   | Phone:()  |  | <b>X</b>  |  |  |  |
|  | - \  | (or write                                       | "NONE")  | \   | (or write "NONE")  |   | (;   | Signature of Affiant)  |  |

#### **OATH OF OFFICE**

STATE OF FLORIDA \_\_\_\_\_\_ County

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 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 STATED THEREIN ARE TRUE. I accept the Office of Notary Public, State of Florida.

| STAT       | ED THEREIN ARE TRUE. I accept the Office of Notary Public, State of F   | Florida.          |   |
|------------|---|-------------------|---|
| <b>X</b> _ | (Official Signature of Applicant)   | (Date) MM-DD-YYYY | _   |
| →_         | (Print or Type Name - name for which your commission will be issued.) Must use legal first name, no initial.  Acceptable Options: Jonathan David Doe, Jon D. Doe, Jonathan Doe, Jonathan D. Doe |                   | *Note: If you affirm, you may omit the words "So help me God." Fla. Stat. §92.52. |

#### **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/

Mail Application, Bond, Order Form and Payment to:



#### FOR OFFICE USE ONLY

Approved by Department of State:

KNOW ALL MEN BY THESE PRESENTS. That we.

as Principal, and

BOOK OF OR OF OR

(Name of Applicant) Universal Surety of America (800) 331-6053

as Surety Company, give bond payable to any

STATE OF FLORIDA
BOND OF NOTARY PU
Secretary of State
Notary Commissions

STATE OF FLORIDA

KNOW ALL MEN BY THESE PRESENTS, That we

Universal Surety of America (800) 3

Imprint Name of Surety Company
individual who may be harmed as a result of a breach Public, in the amount of Seven Thousand Five Hund of his/her office of Notary Public and we do bind out and severally.

Applicant was, on the date of issuance of commission office for the term of four years in accordance with the Now, therefore, if said applicant shall faithfully discit then this obligation shall be void. 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

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.

Signed and sealed this day of

UNIVERSAL SURETY OF AMERICA

INIVERSAL SURETY OF AMERICA
(Name of Surety Company)
P. O. BOX 5077
Sioux Falls, SD 57117-5077
(Address of Surety Company)

NOTARY PUBLIC UNDERWRITERS
(Name of Bonding Agency or Company)
P. O. BOX 5378
Tallahassee, FL 32314-5378
(Address of Bonding Agency or Company)

(Signature of Florida Licensed Agent)
A068326
(Florida Licensed Agent Number)
JACK DIESTELHORST
(Printed Name of Florida Licensed Agent)
ent to injure, defraud, or deceive any insurer files a or misleading information is guilty of a felony in the second performance of the notary public commission. 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 quilty 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.

SURETY BOND

800.821.0821 • www.NotaryPublicUnderwriters.com • info.fl@npuonline.com • info.fl@npuonline.com





P.O. Box 5378 • Tallahassee, FL 32314-5378

#### Want To Perform Remote Online Notarizations? Visit www.NotaryPublicUnderwriters.com for the required registration forms.

| PRODUCT DESCRIPTION   | Price +         | Tax** =            | SUBTOTAL |
|---|-----------------|--------------------|----------|
| Premium Notary Package (choose stamp case color)  | \$128.00        | \$1.80             |          |
| Classic Notary Package (choose stamp case color)  | \$132.95        | \$2.17             |          |
| Deluxe Notary Package (choose stamp case color)   | \$198.00        | \$2.55             |          |
| Notary Bond & State Filing Fees   | \$79.00         | N/A                |          |
| 4 Year Errors & Omission  | S POLICIES      |                    |          |
| \$ 10,000 Errors & Omissions Policy   | \$40.00         | N/A                |          |
| \$ 25,000 Errors & Omissions Policy   | \$60.00         | N/A                |          |
| \$ 50,000 Errors & Omissions Policy   | \$120.00        | N/A                |          |
| \$100,000 Errors & Omissions Policy   | \$240.00        | N/A                |          |
| Additional Suppli   | ES              |                    |          |
| Online Notary Education Course  | \$25.00         | N/A                |          |
| Notary Public Record Book   | \$10.00         | \$.75              |          |
| Heavy Duty Round Self-Inking Stamp  | \$44.95         | \$3.37             |          |
| Round Self-Inking Stamp (choose stamp case color)   | \$28.95         | \$2.17             |          |
| Rectangular Self-Inking Stamp (choose stamp case color)   | \$24.00         | \$1.80             |          |
| Marriage Kit  | \$29.95         | \$2.25             |          |
| Notary Embosser (additional colors available online)  | \$31.95         | \$2.40             |          |
| Rectangular Mobile Stamp (choose stamp case color)  | \$25.50         | \$1.91             |          |
| Display Sign (additional colors available online)   | \$15.00         | \$1.13             |          |
| American Society of Notaries One Year Membership  | \$39.00         | N/A                |          |
| Florida Notary Handbook   | \$14.25         | \$1.07             |          |
| Shipping & Handling   | '               |                    | \$9.95   |
| ** Sales tax on tangible products only.<br>If we cannot process your order within 12 months due to lack of info | rmation, we are | AMOUNT<br>ENCLOSED |          |

#### ORDER ONE OF THESE **COMPLETE NOTARY PACKAGES!**

#### Premium Notary Package

- 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00
- Rectangular Self-Inking Stamp \$24.00 (Plus Tax) (Your choice of stamp case color!)
- Online Notary Education Course \$25.00

#### Classic Notary Package

- ► 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00
- Round Self-Inking Stamp \$28.95 (Plus Tax) (Your choice of stamp case color!)
- Online Notary Education Course \$25.00

#### Deluxe Notary Package

- 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00
- Rectangular Self-Inking Stamp \$24.00 (Plus Tax) (Your choice of stamp case color!)
- Online Notary Education Course \$25.00
- Notary Public Record Book \$10.00 (Plus Tax)
- \$25,000 Errors & Omissions Policy \$60.00

#### Choose your stamp case **COLOR**: Rectangular Self-Inking Stamp

























☐ White

☐ Black (Default)

#### **Round Self-Inking Stamp**









See Details About our Online Notary Education & Additional Products on Reverse Side!

#### **Rectangular Mobile Stamp**















☐ Check/Money Order Security Code: Billing Zip Code:

Cardholder's Name: Signature of Cardholder: \_ Email Address: For Credit Card Authorization Only

no longer obligated to fulfill your order and payment becomes non-refundable.

(Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.)

<sup>\*</sup>If purchasing education course online, deduct \$25 off package price. Course is optional for renewing notaries.

### ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

For More Notary Products & Options Visit Our Website at www.NotaryPublicUnderwriters.com



## Online Notary Education Course

Florida law requires first-time applicants take an education course. Our state-approved course will assist you in your duties as a notary public and keep you abreast of current notary laws. After purchasing our online course, go to

www.NotaryPublicUnderwriters.com to complete the notary training. This course does not fulfill the remote online education requirement. (Non-Taxable)



895

#### **Notary Public** Record Book

Record the details of the notarial acts you perform with this record book. It includes room for 256 entries with thumbprint and complete "how to" instructions.

Maintaining a record book is highly recommended.

#### **Heavy Duty** Round **Self-Inking Stamp**



High-quality stamp designed for high volume usage and many years of service. Great for notary and professional legal seals.

Round stamp imprint not actual size Law requires black ink.





#### Round **Self-Inking Stamp**

The Trodat® round self-inking stamp produces thousands of consistent impressions and can also be carried without creating a mess thanks to the cap supplied.



Black (Default)

#### Rectangular **Self-Inking Stamp**



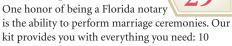
Express yourself with one of our colorful self-inking stamps! The Printy stamp from Trodat® is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad. (Choose stamp case color on front of form.)



Rectangular stamp imprint not actual size. Law requires black ink.



#### Marriage Kit





certificates, gold foil seals (to use with embosser seal), sample ceremony scripts, and informative literature.

#### **Notary Embosser**

This portable, embosser produces a clear,

raised impression with every use. Not an official notary seal, but useful with marriage kit and overseas documents.



Additional colors available online.



#### Rectangular **Mobile Stamp**



This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)





#### Display Sign

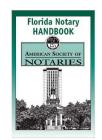
Advertise your services with this 3.75" x 7.875" personalized display sign. Custom engraved with your name in white lettering on a black background set on a clear acrylic base. Additional colors available online.

#### **American Society of** Notaries One Year Membership

Join the nation's original professional non-profit association for notaries public in the United States. American Society of



Notaries is dedicated to providing its members with education, professional service and technical support; promoting high ethical standards; and increasing public awareness of notaries' valuable contributions. (Non-Taxable)



#### Florida **Notary** Handbook

Everything you need to know about being a notary public is in this helpful and informative manual.

Lifetime Guarantee on all Stamps and Seals! 1.800.821.0821 or 850.656.3028 • www.NotaryPublicUnderwriters.com



## WHO PROTECTS YOU?

# The Notary Bond Protects the Public. Errors & Omissions Insurance Protects *You*!

Lawsuits involving Florida notaries are on the rise. Even if the suit is not valid, you may still face an expensive legal bill for defending yourself. The required notary bond protects the public, not you.

Notary Public Errors & Omissions Insurance defends you against lawsuits. For pennies a day you can be protected against financial loss.

Can you afford a costly lawsuit because you made a small mistake during a notarization?

Gain peace of mind. Purchase the Notary Errors & Omissions policy that best fits your needs.

### Errors & Omissions is Affordable. Make Sure You're Covered.

Further questions? Contact us at 1.800.821.0821, between 8:00 a.m. and 5:00 p.m. EST and we'll be happy to help. Or visit our website:

www.NotaryPublicUnderwriters.com

## Consider these Actual Cases:

- A property owner and a bank sued a Notary. She did nothing wrong, but was deceived by identity thieves. The Notary chose to pay to settle both lawsuits rather than endure prolonged litigation. An Errors & Omissions policy would have protected her.
- A Notary witnessed the signature of a minor on a deed transfer, using a passport as identification. When the parents divorced, the Notary was sued on behalf of the child by her legal guardian. Because she had an Errors & Omissions policy, the Notary avoided substantial legal fees. She was fully protected.
- In a real estate transaction, a Notary witnessed signatures that later proved to be forgeries. Even though she was acting on instructions from her boss, the notary was held liable for \$5,000 in damages.

## See the Order Form to Sign Up – TODAY!

#### All Prices Cover Your Entire 4-Year Term!

| PRODUCT DESCRIPTION                 | $\mathbf{P}$ RICE $^{\dagger}$ |
|-------------------------------------|--------------------------------|
| \$10,000 Errors & Omissions Policy  | \$40.00                        |
| \$25,000 Errors & Omissions Policy  | \$60.00                        |
| \$50,000 Errors & Omissions Policy  | \$120.00                       |
| \$100,000 Errors & Omissions Policy | \$240.00                       |



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