

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

# Want To Perform Remote Online Notarizations?

A commissioned Florida Notary Public may register to perform remote online notarizations (RONs) using an audiovideo technology provider that is compliant with Florida law. If you would like to apply for your notary commission and register as a remote online notary, simply complete the steps below.

**Notary Application & Online Notary Bond** - To complete the application and online notary bond please refer to the attached **Instructions For Completing Documents** page.

**Order Form** - Select the appropriate notary package which contains the required \$25,000 Online Notary Bond, \$25,000 Errors & Omissions policy and RON Certification Course. Or, customize your notary package by selecting the Remote Online Notary Bond & State Filing Fees, add an Errors and Omissions policy of your choice and additional supplies from the grid. Indicate your stamp case color where applicable. Mail the completed forms with a credit card number, check or money order made payable to **Notary Public Underwriters**.

**RON Certification Course** - New and renewing applicants must complete a 2-hour State approved remote online notary training course before registering as a remote notary. Access to the RON Certification Course will be emailed to you along with instructions.

**Online Notary Education Course** (*Required For First Time Notaries*) - After you have purchased the course (see order form) you will receive a confirmation email with access information for taking the course. If you are a first time notary, please send a signed copy of the completion certificate to us. **This course is for the traditional notary commission and does not fulfill the remote online education requirement.** 

We will file your traditional notary application with the State of Florida for commissioning. You will be required to register as a Remote Online Notary with the State directly, after your commission has been issued. Once the State has notified us of your commission, we will email you the registration form, instructions and other items needed to complete the registration process with the State. If you have any questions, please contact our office at 1-800-821-0821 or info.fl@npuonline.com.

Sincerely,

Viestelhart

/Jack Diestelhorst, Owner

# **INSTRUCTIONS FOR COMPLETING DOCUMENTS**

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

#### 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.)

#### **ONLINE NOTARY BOND**

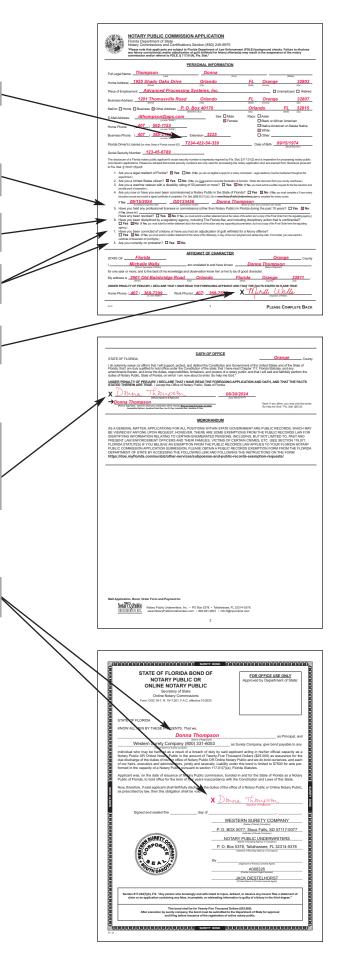
**To be completed by the applicant.** Print your name and sign at the RED (X) as it appears on the Oath of Office. Leave remaining lines blank.

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.



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www.NotaryPublicUnderwriters.com



### **NOTARY PUBLIC COMMISSION APPLICATION**

FL-01

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 Legal Name:		(First)			(Middle)	
Home Address:	(City)		(State)	(County)		(Zip)
Place of Employment:					□ Unemployed	□ Retired
Business Address:	(City)		(State)	(County)		(Zip)
Mail to: Home Business Other Address:				,		
	(Street/P.O. Box)		(City)		(State)	(Zip)
E-Mail Address:		Sex: 🗆 Male	Race:	□ Asian		
(or write "NONE")		Female		_	or African America	
Home Phone: ()(or write "NONE")					American or Alask	ka Native
	<b>E</b> utomaina					
Business Phone: ()(or write "NONE")	Extension					
Florida Driver's License (or other State of Florida Issued ID):			D	ate of Birth	1:(Month/Day	/Year)
Social Security Number:					(	
<ul> <li>The disclosure of a Florida notary public applicant's social secutor fla. Stat. §119.071(5)(a)5.</li> <li>1. Are you a legal resident of Florida? Yes appointment.)</li> <li>2. Are you a United States citizen? Yes 3. Are you a wartime veteran with a disability raprovide proof of exemption.)</li> <li>4. Are you now or have you ever been commisseducation course and submit a signed certificate of completion If Yes: (Commission expiration date) (Commission expiration date)</li> <li>5. Have you held any professional licenses or complete (If Yes, please list.) (Free No (If Yes, you must submit a written statem agency.)</li> <li>7. Have you been convicted of a felony or have certificate of Restoration of Civil Rights.)</li> <li>8. Are you currently on probation? Yes 1</li> </ul>	rity numbers are only use <b>No</b> (If No, you are not e <b>No</b> (If No, you <u>must</u> submit ting of 50 percent or n sioned a Notary Public n. Fla. Stat. §668.50 (11)(b).) G ommission number) ommissions (other that pency, including The F ent about the nature of the act you had an adjudicati hent of the nature of the offens	igible to apply for a notary com a recorded Declaration of Dom nore? Yes No in the State of Florida o to www.NotaryPublicUnder (Na n Notary Public) in Flor tatement about the nature of th orida Bar, and includir ion and any supporting docume on of guilt withheld for	ry applicati mission. Le icile. Obtain (If Yes, you i ?	on and are e gal residency r this document must submit a s	exempt from disclos nust be maintained thro t from your county court written request for the fe f No, you must complete the notary course. was issued) t 10 years? Final Order from the reg that is confident the Final Order from the	e a 3 hour notary
	AFFIDAVIT OF (	CHARACTER				0
STATE OF						County
I,(Print or Type Name of Affiant)	am unrelated to ar	nd have known		(Name	of Applicant)	
for one year or more; and to the best of my knowledge	e and observation know	v him or her to be of go	ood chara		or Applicanty	
My address is	(City)	(Stat	te)	(Coun	ty) (Zip	p) -
UNDER PENALTY OF PERJURY, I DECLARE THAT I HAV	,		,			
Home Phone: () Work	Phone:()	or write "NONE")		(S	ignature of Affiant)	

#### PLEASE COMPLETE BACK

#### **OATH OF OFFICE**

County

#### STATE OF FLORIDA

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.



#### **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:



Notary Public Underwriters, Inc. • PO Box 5378 • Tallahassee, FL 32314-5378 www.NotaryPublicUnderwriters.com • 800.821.0821 • info.fl@npuonline.com

NOTARY PUBLIC ONLINE NOTARY F Secretary of State Online Notary Commis Form: DOC IN-7, R. 1N-7.001, F.A.C, e	PUBLIC sions	FOR OFFICE USE ONLY Approved by Department of State:
STATE OF FLORIDA		
KNOW ALL MEN BY THESE PRESENTS, Tha	t we,	
	(Name of Registrant)	as Principal, an
Western Surety Company (80	00) 331-6053	as Surety Company, give bond payable to an
Public of Florida, to hold office for the term of fo	bry Public commission, b our years inaccordance of ischarge the duties of th	oonded in and for the State of Florida as a Nota
	V	
	<b>^</b>	(Signature of Registrant)
Signed and sealed this	day of	
	V	VESTERN SURETY COMPANY
		(Name of Surety Company)
	<u> </u>	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077
SURETY COM		(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company)
SURET!	N	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company) OTARY PUBLIC UNDERWRITERS (Name of Bonding Agency or Company)
SURETY SURETY O SURETY SURETY O SURETY S	N	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company) OTARY PUBLIC UNDERWRITERS
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SURETY SURETY CO SURETY SURETY CO SURETY	N P. O.	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company) OTARY PUBLIC UNDERWRITERS (Name of Bonding Agency or Company) Box 5378, Tallahassee, FL 32314-5378 (Address of Bonding Agency or Company) (Signature of Florida Licensed Agent) <u>A068326</u> (Florida Licensed Agent Number)
SURETY SURETY CO SO SO SO SO SO SO SO SO SO S	N P. O.	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company) OTARY PUBLIC UNDERWRITERS (Name of Bonding Agency or Company) Box 5378, Tallahassee, FL 32314-5378 (Address of Bonding Agency or Company) (Signature of Florida Licensed Agent) A068326
	N By  	(Name of Surety Company) BOX 5077, Sioux Falls, SD 57117-5077 (Address of Surety Company) OTARY PUBLIC UNDERWRITERS (Name of Bonding Agency or Company) Box 5378, Tallahassee, FL 32314-5378 (Address of Bonding Agency or Company) (Signature of Florida Licensed Agent) <u>A068326</u> (Florida Licensed Agent Number) JACK DIESTELHORST

# **ONLINE NOTARY ORDER FORM**

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



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

## Notary Renewal & Remote **Online Notary Registration**

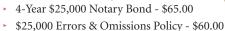


4300

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- 4-Year \$25,000 Notary Bond \$65.00
- \$25,000 Errors & Omissions Policy \$60.00
- State Filing Fees \$39.00 \*
- RON Certification Course \$30.00
- Rectangular Self-Inking Stamp \$24.00 (Plus Tax\*) (Your choice of stamp case color!)

## New Notary Applicant & Remote **Online Notary Registration**



- State Filing Fees \$39.00
- RON Certification Course \$30.00
- Online Notary Education Course \$25.00
- Rectangular Self-Inking Stamp \$24.00 (Plus Tax\*) (Your choice of stamp case color!)

PRODUCT DESCRIPTION	Price +	$-TAX^* =$	SUBTOTAL	
Notary Renewal & Remote Online Notary Package	\$218.00	\$1.80		
New Notary Applicant & Remote Online Notary Package	\$243.00	\$1.80		
Remote Online Notary Bond, RON Certification Course & State Filing Fees Only	\$134.00	N/A		
4 YEAR ERRORS & OMISSIONS POL	ICIES			
\$ 25,000 Errors & Omissions Policy		N/A		
\$ 50,000 Errors & Omissions Policy		N/A		
\$100,000 Errors & Omissions Policy		N/A		
Additional Supplies				
RON Certification Course (required)	\$30.00	N/A		
Online Notary Education Course (required for first time notaries)**		N/A		
Notary Public Record Book		\$.75		
Round Self-Inking Stamp (choose stamp case color)		\$2.17		
Rectangular Self-Inking Stamp (choose stamp case color)		\$1.80		
Marriage Kit		\$2.25		
Heavy Duty Round Self-Inking Stamp		\$3.37		
Rectangular Mobile Stamp (choose stamp case color)		\$1.91		
Notary Embosser (additional colors available online)		\$2.40		
Florida Notary Handbook		\$1.07		
American Society of Notaries One Year Membership	\$39.00	N/A		
Shipping & Handling				
* Sales tax on tangible products only. ** Florida law requires first time Florida applicants take an education course.				
I forda daw requires first time forda applicants date an education cours of we cannot process your order within 12 months due to lack of information to longer obligated to fulfill your order and payment becomes non-refundab	, we are			
Check/Money Order	AMERICAN ECREES	Card No.:		
Cardholder's Name:				

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



Expires: \_ MM/YY ecurity Code: \_ Billing Zip Code: Signature of Cardholder: \_ Email Address: For Credit Card Authorization Only

(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.)

FL-08 (10/23) Mail Application, Order Form and Payment to: Notary Public Underwriters, Inc. • P.O. Box 5378 • Tallahassee, FL 32314-5378

# **ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!**

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

### RON Certification Course



This state-approved course meets RON registration requirements and covers the duties, obligations and technology requirements and helps prepare you to become a remote online notary public in Florida. After purchasing our online course, go to www.NotaryPublicUnderwriters.com to complete the notary training. (*Non-Taxable*)



# Online Notary Education Course

Rectangular

Self-Inking Stamp

stamp from Trodat® is now

available in many exciting

impressions without using a

stamp pad. (Choose stamp case

colors. Get clear, crisp

*color on front of form.*)

Rectangular stamp

*imprint - not actual size. Law requires black ink.* 

Express yourself with one of our

colorful self-inking stamps! The Printy



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)* 

## Notary Public Record Book

\$**10**<sup>00</sup>

Record the details of the notarial acts you perform with this record book. It includes



d book. It includes room for 256 entries with thumbprint and complete "how to" instructions.

Maintaining a record book is highly recommended.

## Round Self-Inking Stamp

The Trodat<sup>®</sup> round self-inking stamp produces thousands of consistent impressions and can also be carried without



an also be carried without creating a mess thanks to the cap supplied. (Choose stamp case color on front of form.)

2,895

Round stamp imprint - not actual size. Law requires black ink.



# Marriage Kit

One honor of being a Florida notary is the ability to perform marriage ceremonies. Our kit provides you with everything you



need: 10 certificates, gold foil seals (*to use with embosser seal*), sample ceremony scripts, and informative literature.

### 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.



# Rectangular Mobile Stamp



trodat

YOUR NAME HERE

MY COMMISSION # DD 123456 EXPIRES: September 28, 2024

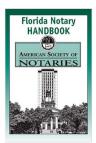
This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)



# 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.



## Florida Notary Handbook

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



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