FLORIDA NOTARY PUBLIC APPLICATION ORDER FORM

Only for: STATE OF FLORIDA DOR; DJJ; CIRCUIT COURT

(Please contact us if your Department is not listed)

Florida Notary Package
B-DOR

$87.00



Image not actual size

Rectangular Self-inking Stamp, clean and easy storage.

Package Price:
$39.00- Florida Notary Filing Fee (Includes Notary Certificate)
$20.00- 7500.00 Bond of Notary Public
$16.00- Self-Inking Rectangular Stamp**,** Window Decal, Notary Journal
FREE- S/H
$12.00-Agency Fee

IMPORTANT!

Mailing Address:

1ST STATE INSURANCE & NOTARY
PO BOX 901475
Homestead, FL
33090-1475

786.243.9886

FloridaNotaryNow.com
service@stonerins.com

Please use this checklist as a guide in order to ensure that your application will not be delayed due to incomplete or missing information. PLEASE DO NOT EMAIL, OR FAX YOUR APPLICATION! The State requires an *original* signature application, not a photocopy or digital copy.

NOTARY PUBLIC APPLICATION

1. **All requested information must be provided. PLEASE DO NOT LEAVE ANY BLANKS! Make sure that if you do not type the information on the application that you have printed all information legibly.**
2. **Answer all questions and check off the appropriate answers. If you are not a U.S. Citizen, please include a Declaration of Domicile, which can be obtained and completed at your County Courthouse.**
3. **The "AFFIDAVIT OF CHARACTER" is to be completed and signed by someone unrelated to the applicant and who has known the applicant for more than one (1) year. Please be sure to include a contact number!**
4. **Sign the application at the bottom of the application entitled "OATH OF OFFICE" Section. You must sign your name exactly as you wish to notarize at the line marked "X", and then print your name on the adjoining line. Remember, the signature you use in this section will determine the name in which your certificate will be issued and exactly how you will notarize all documents once commissioned.**

BOND OF NOTARY PUBLIC

This form requires that you only print your name on the line identified as "(Name of Applicant)", and that you sign your name at the line marked with an "X" and identified as "(Signature of Applicant"), exactly as you signed for your "Oath of Office" on the application. Do not date the bond form.

NEW APPLICANTS * IMPORTANT

Please remember to attach your *Signed* Certificate of Completion of the Online Notary Education Course. The State of Florida requires the completion date cannot be more than 12 months old- if it has been over 12 months, you must retake the Notary Education Course.

STATE EMPLOYEE CHECKLIST

- ❑ COMPLETED NOTARY PUBLIC APPLICATION
- ❑ Your social security number is required by Subsection 117.01(2), Florida Statutes. It May be used to facilitate a criminal background check.
- ❑ BOND OF NOTARY PUBLIC SIGNED (Not Dated)
- ❑ CERTIFICATE OF NOTARY EDUCATION COMPLETION (NEW APPLICANTS)
- ❑ DECLARATION OF DOMICILE (NON-CITIZENS)
- ❑ Your Notary Stamp and Certificate will be shipped to your BUSINESS ADDRESS ONLY
- ❑ Please provide an email address (In the event we need additional information)
  _____@_____

Please review your application prior to submitting. Missing information will delay your appointment. Thank you for your business!

Your Package	Price	✓	Total
Notary Package B- DOR	87.00		
Optional E&O 5,000	14.00		
YOUR TOTAL PURCHASE **Standard Processing & Shipping time Approximately 3 weeks**			

PLEASE CONTACT P-CARD HOLDER FOR OPTIONAL E&O INSURANCE

CONTACT INFORMATION FOR PAYMENT

P-CARDHOLDER NAME:	**NOTARY NAME:**		
BILLING ADDRESS:	**CITY:**	**ST:**	**ZIP:**
EMAIL ADDRESS:	**CONTACT TEL #:**		
CC#: **(We will contact you for payment upon ordering of the Notary Stamp)**	**EXP DATE:**		
AUTHORIZED CARDHOLDER SIGNATURE: **X**		**Date:**	

v.DOR2017.09.01

RLI NOTARY ERRORS & OMISSIONS INSURANCE

It wasn't the notary's fault but it cost him $11,500 anyway

It was a routine transaction, and there was no way the notary could have known the signatures were forgeries. But they were. And, in the eyes of the court, the notary was at fault. This time the penalty was $8,000 in damages, $3,500 in court costs. Unfair? Sure. But for notaries public in a litigious society like ours, it's just part of the terrritory.

Fortunately, we've got the territory covered.

No one can say whether you'll ever be faced with a situation like the one just described. But, as a notary you are vulnerable. And, with major judgments against notaries now reaching tens of thousands of dollars, it's important to have someone in your corner should you find yourself faced with a lawsuit.

RLI requires no deductible...
That's exactly why we're here. We protect notaries ... beginning with the very first dollar in damages. In other words, we require no deductible. We pay every dollar of damages and legal costs right up to the policy limit – and that may mean up to $30,000. So, should you ever be sued, you can relax – the chances are you'll never face an out-of-pocket expense.

No lengthy exclusions...
Equally reassuring, you'll find our policies are not watered down with lengthy exclusions. In fact, we pride ourselves on offering the most comprehensive coverage in the industry. Our job is to protect you in case of claim ... freeing you to do your job.

NOTARY E & O BENEFITS



- No Deductible
- Covers Defense Costs
- Protects Against Errors and Omissions
- Employers Covered Under Blanket Policy At No Additional Charge
- Additional Notaries Covered Automatically Under Blanket Policy
- Various Limits Of Insurance Available At Nominal Premiums

We pay defense costs...
Having this kind of protection is more important than ever before. Because lawsuits against notaries are becoming more common every day. Forged, incomplete, or otherwise defective signatures all can cast doubt on the validity or date of a document. And when that happens, someone is to blame. Too often these days, the blame is placed on you — the notary. Worse yet, even if the suit is not valid you may not be spared the need to protect yourself from prosecution. And, without coverage you'll have to pay these defense costs yourself.

Make sure this doesn't happen to you. Your agent can get RLI's affordable coverage for you. Call today.

DON'T WAIT! PROTECT YOURSELF WITH NOTARY ERRORS & OMISSIONS INSURANCE FROM RLI, TODAY

CONTACT YOUR LOCAL RLI AGENT FOR MORE INFORMATION!

1st State Insurance & Notary
PO Box 901475
Homestead, FL 33090
786.243.9886

FloridaNotaryNow.com

NOTARY PUBLIC COMMISSION APPLICATION

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

1ST STATE INSURANCE & NOTARY
PO BOX 901475
HOMESTEAD, FL 33090-1475
FLORIDANOTARYNOW.COM
786.243.9886

1.

PERSONAL INFORMATION

Full Name: _____ (Last) _____ (First) _____ (Middle)

Home Address: _____ (Street) (City) (State) (County) (Zip)

Place of Employment: _____ ❑ Unemployed ❑ Retired

Business Address: _____ (Street) (City) (State) (County) (Zip)

Mail to: ❑ Home ❑ Business ❑ Other Address: _____ (Street/P.O. Box) (City) (State) (Zip)

Sex: ❑ Male ❑ Female

Race: ❑ Asian ❑ Black or African American ❑ Native American or Alaska Native ❑ White ❑ Other: _____

E-mail Address: _____ (or write "NONE")

Home Phone: _____ (or write "NONE")

Business Phone: _____ (or write "NONE") Extension: _____

Florida Driver License (or other State of Florida Issued ID): _____ Date of Birth: _____/_____/_____ (Month/Day/Year)

Social Security Number: _____-_____-_____

The disclosure of a Florida notary public applicant's social security number is expressly 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 public commission application and are exempt from disclosure pursuant to Fla. Stat. §119.071(5)(a)5.

2.

1. Are you a legal resident of Florida? ❑ Yes ❑ No (If No, you are not eligible to apply for a Florida notary public commission. Legal residency must be maintained throughout the appointment.)
2. Are you a United States citizen? ❑ Yes ❑ No (If No, you must submit a recorded Declaration of Domicile. Obtain this document from your county courthouse.)
3. 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 3 hour Notary education course and submit a signed certificate of completion. Fla. Stat. §668.50 (11)(b).)

   If Yes: _____/_____/_____ (Commission expiration date) _____ (Commission number) _____ (Name for which your commission was issued)
4. Have you held any professional licenses or commissions (other than Notary Public) in Florida during the past 10 years? ❑ Yes ❑ No
   If Yes, please list: _____
   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.)
5. 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.)
6. Have you been convicted of a felony or have you had an adjudication of guilt withheld for a felony offense? ❑ Yes ❑ No (If Yes, 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.)
7. Are you currently on probation? ❑ Yes ❑ No

3.

AFFIDAVIT OF CHARACTER

STATE OF _____ _____ COUNTY

I, _____ (Print or Type Name of Affiant) am unrelated to and have known _____ (Name of Applicant) 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 _____ (Street) (City) (State) (County) (Zip)

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

Home Phone: (_____)_____ (or write "NONE") Work Phone: (_____)_____ (or write "NONE") X_____ (Signature of Affiant)

4.

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.

X _____ _____/_____/_____

(Official Signature of Applicant) (Date)

*Note: If you affirm, you may omit the words "So help me God." Fla. Stat. §92.52.

_____

(Print or Type Name – Name for which your commission will be issued)

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 FLORIDA NOTARY 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. §119.071(5)(a)5) 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) 245-0158

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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,

_____ as Principal, and
(Name of Applicant)

RLI INSURANCE COMPANY (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 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 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 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.

X _____
(Signature of Applicant)

Signed and sealed this _____ day of _____ 20_____

RLI INSURANCE COMPANY
(Name of Surety Company)

9025 N. LINDBERGH DR. PEORIA IL 61615
(Address of Surety Company)

1ST STATE INSURANCE
(Name of Bonding Agency or Company)

PO BOX 901475 HOMESTEAD, FL 33090
(Address of Bonding Agency or Company)

By X _____
(Signature of Florida Licensed Agent)

A255671
(Florida Licensed Agent Number)

CHARLES K STONER
(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 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.

DS/DE 76 (3/04)

PLEASE CONTACT US WITH ANY QUESTIONS- 786.243.9886
www.FloridaNotaryNow.com