



NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State

Notary Commissions and Certifications Section (850) 245-6975

Complete and Return Originals to:
National Notary Association
9350 De Soto Avenue
Chatsworth, CA 91311-4926

BOTH SIDES AND ALL FIELDS ARE REQUIRED. (PLEASE COMPLETE EACH FIELD BEFORE MAILING APPLICATION.)

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)

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

Sex: Male Female

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

Home Phone: _____
(or write "NONE")

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

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

Social Security Number: _____ - _____ - _____ **< Must Include**

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.

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Have any been revoked?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

AFFIDAVIT OF CHARACTER

STATE OF _____ COUNTY

I, _____ am unrelated to and have known _____
(Print or Type Name of Affiant) (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: (_____) _____ Work Phone: (_____) _____ X _____
(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.

X _____ **< Sign Here**

(Official Signature of Applicant)

_____/_____/_____
(Date)

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

_____ **< Print Name Here**

(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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Important: Please Complete Pages 1–3



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)

Merchants Bonding Company (Mutual)

(515) 243-8171

(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.

Please
Sign
Here

X

(Signature of Applicant)

Signed and sealed this _____ day of _____ 20_____

Merchants Bonding Company (Mutual)

(Name of Surety Company)

6700 Westown Parkway, West Des Moines, IA 50266-7754

(Address of Surety Company)

National Notary Association

(Name of Bonding Agency or Company)

9350 De Soto Avenue, P.O. Box 2402, Chatsworth, CA 91313-2402

(Address of Bonding Agency or Company)

By X

(Signature of Florida Licensed Agent)

License # P155576

(Florida Licensed Agent Number)

Mary Elizabeth Erba

(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)

Important: Please Complete Pages 1-3

Instructions for Notary Commissioning Process

Make sure to fill out all fields indicated, or your application may be rejected. If you need assistance with completing your application, call the NNA® Application Hotline: 1-888-867-6827 (M–F, 9:00 a.m.–8:00 p.m. ET)

1. Complete Your Notary Public Commission Application and Bond Forms

Notary Public Commission Application

Application

- Fill out this section completely. Do not leave any blank spaces. Write “None” (not “N/A”) for questions that do not apply to you. Make any corrections to the pre-filled data directly on the form or print a blank form at NationalNotary.org/FL/Renew.
- Provide a physical Florida residential address **and county**. Do not use a PO Box number. If business address is referenced, you must include the company name (place of employment).
- Provide at least one telephone number.
- Indicate your race. If you are of mixed background, please specify the combination. “Other” is not acceptable.
- Include your Florida Driver’s License number or number from another Florida state-issued ID. If using your Driver’s License information, make sure **all 12 digits** are provided.
- Your date of birth must match state records.
- Include your Social Security number. Your Social Security number is required by Subsection 117.01(2), Florida Statutes. It may be used to facilitate a criminal background check.

Affidavit of Character

This section must be completed and signed by a person who has known you for at least one year and is not related to you. He or she must sign their name where indicated by an “X.”

Oath of Office

Sign the oath of office and print your name exactly as you want it to appear on your commission certificate. **Your signature must match your printed name — do not shorten the name or use nicknames.** To read Chapter 117, Florida Statutes, go to NationalNotary.org/FL/Renew.

Memorandum

Carefully review the memorandum and check the box if you agree to the statement. If you have additional questions, please call the phone number provided.

2. Complete and Sign Your State of Florida Bond of Notary Public

- Print your name.
- Leave date line blank. This will be completed in our office.
- Sign your name.
- Leave this signature line blank.

3. Payment and Application Submittal

If you have already purchased your bond, send your original application and bond form(s) to:

National Notary Association
9350 De Soto Avenue
Chatsworth, CA 91311-4926

The NNA will submit your application and state fee to the Department of State for you.

If you have not yet purchased your bond, select an NNA Notary supply package that includes your state application fee, state-required Notary bond, official Notary seal stamp and other supplies that meet your needs. Different packages are available at NationalNotary.org/FL/Renew.



1-800-US NOTARY (1-800-876-6827) • NationalNotary.org

NOTE: New Notaries must complete a state-required Notary training course. A copy of the Training Certificate of Completion must accompany your Application/ Bond Form when mailed to the NNA.