



# Florida Notary Commission Process

## *Step-by-Step Instructions to Begin My Notary Commission*

### ❑ **Step 1**

I am eligible to become a Florida Notary and am in compliance with state requirements:

- **18 years or older**
- **Reside in Florida**
- **Had my civil rights restored if ever convicted of a felony**

### ❑ **Step 2**

I purchased my state required bond, Notary training, and other Notary supplies at [NationalNotary.org/FL/Become](http://NationalNotary.org/FL/Become) or by calling 1-800-876-6827. If I did not purchase my Notary training through the NNA, I have elected to take the three-hour mandatory training through the [State of Florida](http://State of Florida).

### ❑ **Step 3**

I have completed my Notary training and printed my Certificate of Completion.

### ❑ **Step 4**

I have completed my Florida state Notary application and bond form at [NationalNotary.org/FLapp](http://NationalNotary.org/FLapp) using our convenient application wizard and paid my \$39 application fee. I have printed and signed the application and had the affidavit completed by a non-family member who has known me for at least one year.

### ❑ **Step 5**

I have sent my signed application with my training Certificate of Completion to:

**National Notary Association  
9350 De Soto Ave.  
Chatsworth, CA 91311-4926**

The NNA will carefully review my application for accuracy and completion. I am aware that if any corrections need to be made to my application or bond form, this could delay the processing of my Notary commission.

### ❑ **Step 6**

I have received any supplies I ordered that are not dependent upon my commission being approved by the state (e.g. Notary journal, law primer, etc...)

### ❑ **Step 7**

Upon approval of my commission from the state of Florida, I received my commission certificate from the NNA. Once I receive my documents, I know that my Notary stamp will be shipped within 3-5 business days.



NATIONAL  
NOTARY  
ASSOCIATION



NOTE: Any [Florida Notary supply package](#) you purchase from the NNA will include all of your state required items: Notary bond, \$39 application fee and Notary stamp. It's the best and most convenience way to make sure you have everything you need to renew your Florida Notary Commission.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/FL/Become](http://www.NationalNotary.org/FL/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)