



## Florida Notary Public Amended Commission Instructions

Former Name

New Name

Address

City

State/Country

Zip/Postal Code

NNA Member or Customer # (if available)

Any Notary Public who lawfully changes his/her name during the term of the commission must request an amended commission. Once requested, the Notary may continue to use his/her seal until the amended commission is received.

### Please follow these six steps

- 1. Verify that your bonding company is National Notary Association – Florida.** National Notary Association – Florida should be listed on the bottom right corner of your Notary certificate. If we are not your bonding agency, please call the state at 1-850-245-6975 for information on contacting your bonding agent, or check the state website.
- 2. Submit your current Certificate of Commission.** If you are unable to locate your current certificate, submit a letter of explanation.
- 3. Complete all sections of the Notice of Name Change form.**
- 4. Select a new Notary Seal.**

Style Stamp, Self-Inking (#04913BLKFB)	<input type="checkbox"/> \$30
Mini Stamp, Self-Inking (#04912BLKFB)	<input type="checkbox"/> \$30

- 5. Prepare your payment as follows:**

\$ 25 **State Filing Fee** (required by law)

\$ \_\_\_\_\_ **Seal** (required by law)

\$ 16 **Shipping** (required)

\$ \_\_\_\_\_ **Add amounts for TOTAL payment**

Check or money order enclosed (payable to National Notary Association), or

Charge my credit card     Visa     MasterCard     American Express     Discover

Credit Card Number

Expiration Date (Month/Year)

Name on Card (print)

Billing Address

City

State/Country

Zip/Postal Code

Phone Number

Email Address

Signature

- 6. Return your Notice of Name Change form, Certificate or letter of explanation, payment and this form to NNA Processing Center, 9350 De Soto Avenue, Chatsworth, CA 91311-4926.** We'll electronically file and hand-deliver your amended commission request to the state with a rider to your bond.

Should you have any questions, please contact the National Notary Association at 1-800-876-6827.

Source Code  
**A70068-02**

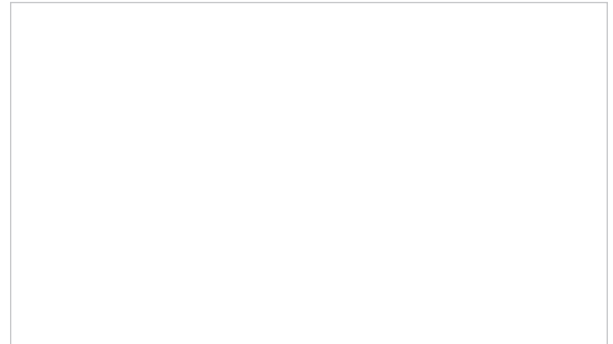
# State of Florida Notary Public

## Amended Commission Request Notice of Name Change

\_\_\_\_\_  
*Type or print name in which commission is currently issued*

\_\_\_\_\_  
*Date of birth*

\_\_\_\_\_  
*Sign your official signature as currently commissioned*



▲ *Imprint current seal for identification only*

\_\_\_\_\_  
*Type or print new commission name as it is to appear on your certificate*

\_\_\_\_\_  
*Sign your new official signature, the same as your new commission name*

\_\_\_\_\_  
*Date legal name changed*

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### Fill in your current personal information

\_\_\_\_\_  
*Physical home address, city and zip*

\_\_\_\_\_  
*Area code and phone number*

\_\_\_\_\_  
*Indicate business name, unemployed or retired*

\_\_\_\_\_  
*Business address, city and state*

\_\_\_\_\_  
*Area code and business phone number*

\_\_\_\_\_  
*Social Security #*

\_\_\_\_\_  
*Driver's license #*

**Mail to**

Business

Home

OR

\_\_\_\_\_  
*Mailing address*

Please forward this form along with applicable fees and your current commission to your bonding agency. Your bonding agency will provide the rider to your Notary Public bond and forward all forms to the Secretary of State's office for processing.