



Florida Notary Commission Renewal Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **Step 1**

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

- **18 years old**
- **Legal resident of Florida**
- **No felony convictions unless my civil rights were restored**

☐ **Step 2**

I purchased my state required Bond and Notary supplies at NationalNotary.org/FL/Renew or called 1-800-876-6827.

☐ **Step 3**

I have completed my Florida state Notary application and bond form at 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 4**

I have sent my signed application 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 5**

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 6**

Upon approval of my commission from the state of Florida, I have 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.

NOTE: Any [Florida Notary supply package](http://NationalNotary.org/FL/Renew) you purchase from the NNA will include all of your state required items: Notary bond, state 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

Website: www.NationalNotary.org/FL/Renew

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