



Florida Remote Online Notary Commission Process

Step-by-step instructions on how to become a Remote Online Notary in Florida.

1. Be a Commissioned Florida Notary

Before applying to become a Florida RON, you must hold an existing commission as a traditional Notary, civil law Notary, or commissioner of deeds.

2. Complete State-Required RON Training Course and Receive Proof of Completion

Take a 2-hour RON training course, either in-person or online, and pass the included exam to receive a certificate of completion.

3. Purchase a Surety Bond and E&O Insurance Policy

You'll need to purchase a \$25,000 surety bond and a \$25,000 errors & omissions (E&O) insurance policy.

If you have an existing surety bond for your traditional Notary commission or an E&O insurance policy, it may need to be increased if it does not meet Florida RON requirements.

4. Choose a RON Technology Provider

Find a RON technology provider. The state of Florida allows you to contract more than one RON technology provider as long as you keep the Department of State informed about each of your chosen vendors. You are required to complete the [Online Notary Public: Required Information](#) form listing any RON technology providers or secured repositories you have used since January 1, 2022, and submit the form with your application. Your application will not be processed without it.

5. Obtain your Digital Certificate, Electronic Seal, and Electronic Journal

You'll need a digital certificate, electronic seal, and electronic journal that's compatible with the RON technology system you decide to use. These digital supplies may be included with your RON system.

6. Mail Your Completed Application to the Florida Department of State

Once you're ready, mail the following to Florida Department of State, Division of Corporations, ATTN: Notaries PO Box 6327, Tallahassee, FL 32314:

- ☐ Completed [Online Notary Public Application](#) form (1 page)
- ☐ Completed [Online Notary Public: Required Information](#) form (2 pages)
- ☐ RON training certificate
- ☐ Completed \$25,000 bond form
- ☐ Proof of your \$25,000 errors and omissions (E&O) policy
- ☐ Copy of your commission certificate
- ☐ \$10 filing fee (check payable to the Florida Department of State)

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: <http://www.nationalnotary.org/FloridaRON>

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