INSTRUCTIONS FOR COMPLETING RENEWAL DOCUMENTS

If you are a Remote Online Notary (RON) and want to register again, **do not** complete the enclosed forms. Visit **https://www.notarypublicunderwriters.com/florida-remote-online-notary** to complete the forms securely online.

STEP 1 ➤ APPLICATION

To be completed by the applicant. Fill in all blanks. On some questions you may need to use "NONE," but do not leave any questions blank or use "N/A".

If you do not have a Florida Driver's License, submit a photocopy of one of the following: State of Florida issued ID or Recorded Declaration of Domicile.

AS A REMINDER, if you answer "**yes**" to question number 5, 6, 7 and/or 8, you must submit proper documentation to assist the Governor's Notary Section in determining qualification.

Revoked Professional License, you must submit a written statement about the nature of the action and a copy of the final order from the regulating agency.

Disciplinary action by a regulatory agency, 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.

Felony charge(s) or probation, 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.

AFFIDAVIT OF CHARACTER

To be completed by someone who has known you for at least one year and is not related to you. The character witness must fill in all of the requested information and sign at the BLUE (X). This does NOT need to be notarized.

OATH OF OFFICE

Sign at the RED (X). Print your name as you want it to appear on your commission. You must print your legal first name (no initial) and last name. <u>Acceptable Options:</u> Jonathan David Doe, Jon D. Doe, Jonathan Doe, Jonathan D. Doe.

(By signing the Oath of Office you are swearing or affirming that you have read Chapter 117 of the Florida Statutes. Please visit **www.NotaryPublicUnderwriters.com** to view the entire law.)

STEP 2 ➤ BOND

To be completed by the applicant.

Print your name and sign at the RED (X) as it appears on the Oath of Office. Leave remaining lines blank.

STEP 3 ➤ ORDER FORM

Select a notary package which contains a notary stamp that is required by law. Indicate your stamp case color where applicable. Select additional supplies you wish to purchase and total your order.

STEP 4 ➤ PAYMENT

Mail the completed forms with a credit card number, check or money order made payable to **NOTARY PUBLIC UNDERWRITERS** in the enclosed envelope.

STEP 5 TAKE COURSE Optional for renewing notaries

After you have purchased the course (*see order form*) you will receive a confirmation email with access information for taking the course. Once you have completed the course, print out the certificate of completion for your records only. If you are a first time notary, please send a signed copy of certificate of completion to us.

The information solicited on the Application, Affidavit of Character, Oath of Office and Bond is for the purpose of establishing that the applicant meets the statutory requirements of Chapter 117, Florida Statutes. Failure to provide the information requested on the above forms may result in denial of a notary public commission. The notary application and the information it contains, except social security number, will be a public record and may be disclosed to any person upon request pursuant to Chapter 119, Florida Statutes.

P.O. Box 5378 • Tallahassee, FL 32314-5378 800.821.0821 or 850.656.3028 info.fl@npuonline.com

www.NotaryPublicUnderwriters.com



Fordia Department of State Koshy Commission and Certifications Section (850) 245-6975 Please nois that applicants are subject to Plotab Department of Lae Enforcement (PELE) background checks. Failure to diactose messation and the applicants are subject to Plotab Department of Lae Deforcements (PELE) background checks. Failure to diactose mentationa and/or internet to PCLE. 2117101 (4): 15 Sat.
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Business Phone: (407, 285-2158 Extension 3225 Other
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The dictionary of a Parkit notary public applicant's ascial security numbers in expressly required by Pia. Dist § 17.0.1(2) and is impossible for processing notary public commission applications. Neare be advised that social security numbers are only used for processing the notary application and are exampt from disclosure pursuant to Pia. Stat. § 17.0.2.1(2).
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NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State Notary Commissions and Certifications Section (850) 245-6975

Please note that applicants are subject to Florida Department of Law Enforcement (FDLE) background checks. Failure to disclose any felony conviction(s) and/or adjudication of guilt withheld for felony offense(s) may result in the suspension of the notary commission and/or referral to FDLE. § 117.01(4), Fla. Stat.

PERSONAL INFORMATION

Full Legal Name:		(First)			(Middle)	
Home Address:	(City)		(State)	(County)		(Zip)
Place of Employment:				,	Unemployed	
Business Address:	(City)		(State)	(County)		(Zip)
Mail to: Home Business Other Address:	())		(1111)	(,)		(
	(Street/P.O. Box)		(City)		(State)	(Zip)
E-Mail Address:		Sex: 🗌 Male	Race:	□ Asian		
(or write "NONE")		Female			r African America	
Home Phone: ()					American or Alask	ka Native
Business Phone: ()(or write "NONE")	Extension			U Other:		
Florida Driver's License (or other State of Florida Issued ID):			C	ate of Birth	(Marsth/Dav	(Mara)
					(Month/Day	/Year)
Social Security Number:						
STATE OF	AFFIDAVIT OF (CHARACTER				County
I,(Print or Type Name of Affiant)	am unrelated to a	nd have known		(Name o	of Applicant)	
for one year or more; and to the best of my knowledg	e and observation know	v him or her to be of go	od chara	icter.		
My address is	(City)	(Stat	·e)	(Count	ty) (Zip	
UNDER PENALTY OF PERJURY, I DECLARE THAT I HA	,		,			,
Home Phone: () Work	(Phone:()	or write "NONE")		(S	ignature of Affiant)	

PLEASE COMPLETE BACK

OATH OF OFFICE

County

STATE OF FLORIDA

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.



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 CERTAIN ENUMERATED PERSONS, INCLUDING, BUT NOT LIMITED TO, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. (SEE SECTION 119.071, FLORIDA STATUTES) IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDA NOTARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE OBTAIN A PUBLIC RECORDS EXEMPTION FORM FROM THE FLORIDA DEPARTMENT OF STATE BY ACCESSING THE FOLLOWING LINK AND FOLLOWING THE INSTRUCTIONS ON THE FORM: https://dos.myflorida.com/sunbiz/other-services/subpoenas-and-public-records-exemption-requests/

Mail Application, Bond, Order Form and Payment to:



Notary Public Underwriters, Inc. • PO Box 5378 • Tallahassee, FL 32314-5378 www.NotaryPublicUnderwriters.com • 800.821.0821 • info.fl@npuonline.com

BOND OF NOTARY PL 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	9,	
		as Principal, ar
(Na Universal Surety of America (800) Imprint Name of Surety Company	me of Applicant) 331-6053 as Sui	ety Company, give bond payable to ar
individual who may be harmed as a result of a brea Public, in the amount of Seven Thousand Five Hund of his/her office of Notary Public and we do bind o and severally.	dred Dollars (\$7,500) as ass	urance for the due discharge of the dutie
Applicant was, on the date of issuance of commiss office for the term of four years in accordance with		
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P.O. Box 5378 • Tallahassee, FL 32314-5378

Want To Perform Remote Online Notarizations?

Visit www.NotaryPublicUnderwriters.com for the required registration forms.

PRODUCT DESCRIPTION	PRICE +	$TAX^* =$	SUBTOTA
Premium Notary Package (choose stamp case color)	\$103.00	\$1.80	
Classic Notary Package (choose stamp case color)	\$107.95	\$2.17	
Deluxe Notary Package (choose stamp case color)	\$173.00	\$2.55	
Notary Bond & State Filing Fees	\$79.00	N/A	
4 YEAR ERRORS & OMISSIONS	POLICIES		
\$ 10,000 Errors & Omissions Policy	\$40.00	N/A	
\$ 25,000 Errors & Omissions Policy	\$60.00	N/A	
\$ 50,000 Errors & Omissions Policy	\$120.00	N/A	
\$100,000 Errors & Omissions Policy	\$240.00	N/A	
Additional Supplies	s		
Online Notary Education Course (optional for renewing	\$25.00	N/A	
Notary Public Record Book	\$10.00	\$.75	
Heavy Duty Round Self-Inking Stamp	\$44.95	\$3.37	
Round Self-Inking Stamp (choose stamp case color)	\$28.95	\$2.17	
Rectangular Self-Inking Stamp (choose stamp case color)	\$24.00	\$1.80	
Marriage Kit	\$29.95	\$2.25	
Notary Embosser (additional colors available online)	\$31.95	\$2.40	
Rectangular Mobile Stamp (choose stamp case color)	\$25.50	\$1.91	
Display Sign (additional colors available online)	\$15.00	\$1.13	
American Society of Notaries One Year Membership	\$39.00	N/A	
Florida Notary Handbook	\$14.25	\$1.07	
Shipping & Handling	I		\$9.9
** Florida law requires first time Florida applicants take an education	n course.	AMOUNT	

If we cannot process your order within 12 months due to lack of information, we are ENCLOSED no longer obligated to fulfill your order and payment becomes non-refundable.

For Credit Card Authorization Only

DISCOVER VISA Check/Money Order Card No .:. Expires: _ MM/YY Cardholder's Name: Security Code: Billing Zip Code:

Email Address:

Signature of Cardholder: _

ORDER ONE OF THESE COMPLETE NOTARY PACKAGES!

Premium Notary Package

- 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00 *
- Rectangular Self-Inking Stamp \$24.00 (Plus Tax*) (Your choice of stamp case color!)

Classic Notary Package

- 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00
- Round Self-Inking Stamp \$28.95 (Plus Tax*) (Your choice of stamp case color!)

Deluxe Notary Package

- 4 Year \$7,500 Notary Bond \$40.00
- State Filing Fees \$39.00
 - Rectangular Self-Inking Stamp \$24.00 (Plus Tax*) (Your choice of stamp case color!)
 - Notary Public Record Book \$10.00 (Plus Tax*)
 - \$25,000 Errors & Omissions Policy \$60.00

* Sales tax on tangible products only.

Choose your stamp case **COLOR**: **Rectangular Self-Inking Stamp**













□ Green



🗆 Mango

🗆 Pink

□ White



Black (Default)

0300

Round Self-Inking Stamp



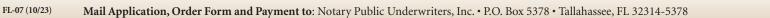
See Details About our **Online Notary Education** & Additional Products on **Reverse Side!**

Rectangular Mobile Stamp



(Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.)

🗆 Green &	🗌 Blue & P	Black (De



ORDER YOUR NOTARY PUBLIC SUPPLIES NOW!

For More Notary Products & Options Visit Our Website at www.NotaryPublicUnderwriters.com



Heavy Duty

Self-Inking Stamp

Round

Online Notary Education Course

EXPIRES 12-31-2024



Although not required by law, it is recommended that renewing notaries take an education course to assist you in your duties as a notary public and keep you abreast of current notary laws. After purchasing our State approved online course, go to

www.NotaryPublicUnderwriters.com to complete the notary training. This course does not fulfill the remote online education requirement. (Non-Taxable)



2895

Notary Public Record Book



Record the details of the notarial acts you perform with this record book. It includes room for 256 entries with thumbprint and complete "how to" instructions.

Maintaining a record book is highly recommended.

Rectangular Self-Inking Stamp



troda

Express yourself with one of our colorful self-inking stamps! The Printy stamp from Trodat[®] is now available in many exciting colors. Get clear, crisp impressions without using a stamp pad. (Choose stamp case color on front of form.)

Rectangular stamp imprint not actual size. Law requires black ink.



Marriage Kit

One honor of being a Florida notary is the ability to perform marriage ceremonies. Our kit provides you with everything you need: 10

High-quality stamp

volume usage and many

years of service. Great

professional legal seals.

Round stamp imprint not actual size Law requires black ink.

designed for high

for notary and



certificates, gold foil seals (to use with embosser seal), sample ceremony scripts, and informative literature.

1500

Round Self-Inking Stamp The Trodat® round self-inking stamp

Notary

Embosser

produces thousands of consistent impressions and can also be carried without creating a mess thanks to the cap supplied.



This portable, embosser produces a clear,

raised impression with every use. Not an

official notary seal, but useful with

marriage kit and overseas documents.

Black (Default)

Rectangular

Mobile Stamp



This compact stamp is perfect if you are always on the go. It's convenient for traveling, while still producing crisp, clear impressions, making it a great addition to your regular notary stamp. (Choose stamp case color on front of form.)





Display Sign

Advertise your services with this 3.75" x 7.875" personalized display sign. Custom engraved with your name in white lettering on a black background set on a clear acrylic base. Additional colors available online.

American Society of Notaries One Year Membership

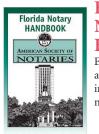


Additional colors available online.

Join the nation's original professional non-profit association for notaries public in the United States. American Society of



Notaries is dedicated to providing its members with education, professional service and technical support; promoting high ethical standards; and increasing public awareness of notaries' valuable contributions. (Non-Taxable)



Florida Notary Handbook



Everything you need to know about being a notary public is in this helpful and informative manual.



Lifetime Guarantee on all Stamps and Seals! 1.800.821.0821 or 850.656.3028 • www.NotaryPublicUnderwriters.com

WHO PROTECTS YOU?

The Notary Bond Protects the Public. Errors & Omissions Insurance Protects You!

Lawsuits involving Florida notaries are on the rise. Even if the suit is not valid, you may still face an expensive legal bill for defending yourself. The required notary bond protects the public, not you.

Notary Public Errors & Omissions Insurance defends you against lawsuits. For pennies a day you can be protected against financial loss.

Can you afford a costly lawsuit because you made a small mistake during a notarization?

Gain peace of mind. Purchase the Notary Errors & Omissions policy that best fits your needs.

Errors & Omissions is Affordable. Make Sure You're Covered.

Further questions? Contact us at 1.800.821.0821, between 8:00 a.m. and 5:00 p.m. EST and we'll be happy to help. Or visit our website:

www.NotaryPublicUnderwriters.com

Consider these Actual Cases:

• A property owner and a bank sued a Notary. She did nothing wrong, but was deceived by identity thieves. The Notary chose to pay to settle both lawsuits rather than endure prolonged litigation. An Errors & Omissions policy would have protected her.

• A Notary witnessed the signature of a minor on a deed transfer, using a passport as identification. When the parents divorced, the Notary was sued on behalf of the child by her legal guardian. Because she had an Errors & Omissions policy, the Notary avoided substantial legal fees. She was fully protected.

• In a real estate transaction, a Notary witnessed signatures that later proved to be forgeries. Even though she was acting on instructions from her boss, the notary was held liable for \$5,000 in damages.

See the Order Form to Sign Up – TODAY!

All Prices Cover Your Entire 4-Year Term!

PRODUCT DESCRIPTION	P RICE [†]
\$10,000 Errors & Omissions Policy	\$40.00
\$25,000 Errors & Omissions Policy	\$60.00
\$50,000 Errors & Omissions Policy	\$120.00
\$100,000 Errors & Omissions Policy	\$240.00



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