



Instructions for your application/bond for appointment as a State of Florida notary public.

Important Instructions: Please type or print clearly on the application. Your name and your Signature must be the same on the application/bond form and should be exactly as you wish to be commissioned. We strongly recommend that you double-check the two-sided application/bond form before sending it to us. This will avoid any delay in processing your notary commission.

A. Application Instructions: All notary applicants must complete and return the approved Florida Department of State notary application.

- ❖ All information requested on the application must be provided.
- ❖ You must provide your Florida driver's license number or other State of Florida identification.
- ❖ Education Requirement: If you are a new first-time notary, you are required to take a 3-hour notary education course. This course is offered by Florida Department of State at "no additional cost" to you. Please visit www.notarybonding.com and click the link that reads: **Continue here to take the state required notary education course** to take the course. When you receive your education certificate of completion it must be signed and submitted with your notary public application for processing.

B. Affidavit of Character:

- ❖ Have someone unrelated to you and that has known you for at least one (1) year fill in the blanks, and sign their name at the bold red X in the affidavit of character section.

C. Oath of Office:

- ❖ Applicant must swear that he/she read Chapter 117/Florida Statutes, and that he/she knows the duties, responsibilities and limitations, and powers of a notary public. To read Chapter 117/Florida Statutes visit www.notarybonding.com and click the link that reads: **Click here to download and read Chapter 117/Florida Statutes.**
- ❖ You must provide your social security number as required by the subsection 117.01 (2), Florida statutes. It may be used to facilitate a criminal background check.
- ❖ Sign your name at the bold red X.
- ❖ Print or type your name exactly as signed, on the line provided next to your signature and date it.

D. Notary Bond (Approved by the Florida Department of State):

- ❖ Print or type your name on the top line.
- ❖ Sign your name at the bold red X exactly as you signed on the oath of office and date it.
- ❖ Florida Notary "Discount" Association Co. is an approved state educational provider will execute bond upon receipt.