

# Help avoid delays in processing! Important requirements and instructions on how to complete the Florida notary public commission application:

**Important:** Please type or print legibly on the notary public commission application. This entire notary public commission application, oath of office, memorandum and State of Florida bond of notary public form has several areas that you must read and complete all required fields.

**Important:** New notaries are required to take a 3-hour notary education course. We offer this course to you at no additional cost. Renewal notaries if your commission has not expired for longer than 1 year then you are exempt from the notary education course.

**Important:** We are approved by the Department of State to submit your notary public commission application electronically for a faster approval.

### Personal Information Section:

As of 08/03/15 the category "Other", "none" or "mixed" is not acceptable for race. The applicant must be specific when naming their race. Should the applicant choose mixed, they will need to specify the combination, i.e. White/Hispanic, Black/Asian etc.

You must provide your Florida driver's license number or other State of Florida ID and date of birth (MM/DD/YYYY).

You must provide your entire social security number as required by the subsection 117.01 (2), Florida statutes. It may be used to facilitate a criminal background check.

### Seven (7) Question Section:

You must answer all seven (7) questions in this area on the application.

### Affidavit of Character Section:

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

### Oath of Office Section:

Indicate county where oath was taken.

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](http://www.notarybonding.com).

Note: As of August 3, 2015 you can no longer sign your notary application with only initials in the required signature area for the Oath of Office. (I.e. J.D. Adams must be John D. Adams or John David Adams or J. David Adams.)

Sign your name at the bold X (Signature of Applicant – This is the name in which your commission and notary seal will be issued.) Your name and your signature must be the same on the application and should be exactly as you wish to be commissioned. Be sure to enter the date (MM/DD/YYYY) that you signed.

Print or type your name exactly as signed, on the line provided next to your signature and date it.

### Memorandum Section:

The applicant must read the entire Memorandum section and answer the question accordingly.

### Required State of Florida Bond of Notary Public Form:

Print or type your name on the top line.

Sign your name at the bold X (Signature of Applicant) exactly as you signed on the oath of office section and date it.