

Steps to become a New or Renewal notary in Florida.

Step 1

Read and review all seven (7) step by step instructions to become or renew as a Florida Notary Public.

Please be sure to read and review all seven (7) steps thoroughly. This will avoid any delays in the commissioning process.

- [Click here](#) to print a PDF version of the step by step directions for your future reference.

Step 2

New notaries or Renewal notaries do you have to take the required notary education course?

New Notaries:

Yes, new notaries are required to take a 3-hour notary education course. We offer this course to you at **no additional cost** provided by the Florida Department of State. Please be advised that when you receive your notary education certificate of completion it must be signed.

- [Continue here](#) to take the state required notary education course.

Once complete proceed to step 3.

Renewal Notaries:

No, renewal notaries if your commission has **not** expired for longer than 1 year then you are exempt from the notary education course.

Proceed to step 3.

Step 3

Complete your notary public application and read Chapter 117/Florida Statutes.

- [Continue here](#) to download and complete the notary public application.
- [Continue here](#) to download and review the instructions to help you successfully complete your notary public application.
- [Continue here](#) to download and read Chapter 117/Florida Statutes.

Important Notice: We are approved by the Florida Department of State to submit your notary public application electronically for a faster approval!

Once complete proceed to step 4.

Step 4

Complete your new or renewal notary bond package order form.

- [Continue here](#) to download and complete your new or renewal notary bond package order form.

Once complete proceed to step 5.

Step 5

Once you have the new or renewal notary bond package order form correct and complete you must mail the following items directly to us.

- New Notaries Only - A copy of your signed notary education certificate of completion
- Original signed and completed notary public application
- Completed new or renewal notary bond package order form
- Form of payment via check, money order, Visa, MasterCard, American Express or Discover

Mail:

Florida Notary "Discount" Association Co.
P.O. Box 7177
Tallahassee FL, 32314

Once we receive the above forms in the mail, we will review all of your forms for accuracy. If all the information is correct and complete we will then electronically file your notary public application directly to the Florida Department of State for processing. When the Florida Department of State receives the notary public application they will review it, approve it and mail us an original copy of your new notary public certificate.

Proceed to step 6.

Step 6

Once we receive your new notary public certificate we will order your official stamp seal.

Once we receive your new notary public certificate from the Florida Department of State we will order your new official stamp seal. Please allow ample time to receive your new official stamp seal due to the fact that it needs to be personalized and manufactured.

Proceed to step 7.

Step 7

You are now authorized to begin your notarial duties.

Once you receive your new official stamp seal in the mail you will then be authorized to begin your notarial duties.



Florida name change form: Only use this form if your name has changed on your current commission.

- [Continue here](#) to download and complete the Florida name change form.



Florida address change form: Only use this form if your address has changed on your current commission.

- [Continue here](#) to download and complete the Florida address change form.