

Instructions to Become a Remote Online Notary in Florida

Step 1 - You must be an existing Florida notary public, a civil-law notary appointed under chapter 118, or a commissioner of deeds appointed under part IV of chapter 721.

Only someone who is currently an active Florida notary public may register to become a remote online notary public. If you do not know your current status, you may check here: <https://notaries.dos.state.fl.us/not001.html>.

Step 2 - You must review the applicable RON statutes and rules before applying.

Remote online notaries public are governed by several new rules and statutes as well as the existing notary rules. The enacting statute, "Electronic Legal Documents," was signed into law ([Chapter 2019-71, Laws of Florida](#)) and went into effect on January 1, 2020. Additionally, [1N-7001, Florida Administrative Code](#) outlines the duties and responsibilities of remote online notaries as well as the procedures for applying.

Step 3 - You must complete a remote online notary education training course and receive a certificate of completion to submit with your registration application.

We recommend using the [Florida Land Title Association - FL RON Certification Course](#). At only \$20.00, the FL RON Certification Course is the cheapest and most comprehensive option available. Click on the link below to take the course:

https://fltaschool.teachable.com/p/florida-remote-online-notary-course-2-hour?preview=logged_out#.

Step 4 - You are required to register with a third-party remote notary technology vendor BEFORE applying.

The technology vendor will provide you with the platform you need to perform remote online notarizations and may provide you with a digital certificate and an electronic seal. The American Association of Notaries neither recommends nor endorses any particular third-party vendor. The basic requirements for vendors' technology are found under [Chapter 117, Florida Statutes](#), and [Chapter 1N-7001, Florida Administrative Register](#).

Step 5 - Purchase a \$25,000 notary bond and a \$25,00 errors and omissions insurance policy

To register as an online notary, you must provide proof with the online notary registration application that you have a \$25,000 Florida notary bond and a \$25,000 notary errors and omissions insurance policy. Unfortunately, the \$7,500 bond you purchased to apply as a traditional notary cannot be upgraded, but the e/o insurance policy can be if you have one.

Step 6 - Apply to register as a Florida remote online notary

If you are an **EXISTING** Florida notary:

1. Complete the attached forms and email it to us to get a prorated e/o policy quote for the number of years remaining on your traditional notary commission.
2. Call or mail us a payment for the notary bond and the e/o policy. Once your payment is received, we will mail you the remote online notary application, the notary bond, and the e/o insurance policy.
3. Mail the notarized [remote online notary application](#) that you received from us to the Department of State. Include a copy of your notary commission certificate, the educational course certificate, the \$25,000 bond, the \$25,000 e/o policy, and a \$10.00 fee.

If you are **APPLYING FOR THE FIRST TIME OR RENEWING** your notary commission:

1. Complete the attached forms and mail them to us with your payment. The price on the attached order form includes the cost of a \$25,000 e/o policy and a \$25,000 notary bond that you can use to apply for or renew a traditional notary commission and to register as a remote online notary.
2. We will file your application as a traditional notary with the Department of State and mail you the remote notary registration application, a copy of the \$25,000 bond, and the \$25,000 e/o insurance policy.
3. Once you receive your notary commission certificate as a traditional notary from our office, you can [click here](#) to download and complete the online remote online notary application.
4. Mail the notarized remote online notary application to the Department of State. Include your original notary commission certificate, the educational course certificate, the \$25,000 bond, the \$25,000 e/o policy, and a \$10.00 fee.



NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State

Notary Commissions and Certifications Section (850) 245-6975

Mail Application to:



American Association of Notaries, Inc.
P.O. Box 630601
Houston, TX 77263

PERSONAL INFORMATION

Full Name: _____
(Last) (First) (Middle)

Home Address: _____
(Street) (City) (State) (County) (Zip)

Place of Employment: _____ ☐ Unemployed ☐ Retired

Business Address: _____
(Street) (City) (State) (County) (Zip)

Mail to: ☐ Home ☐ Business ☐ Other Address: _____
(Street/P.O. Box) (City) (State) (Zip)

E-mail Address: _____
(or write "NONE")

Home Phone: _____
(or write "NONE")

Business Phone: _____
(or write "NONE")

Extension: _____

Florida Driver License (or other State of Florida Issued ID): _____ Date of Birth: _____
(Month/Day/Year)

Social Security Number -----

The disclosure of a Florida notary public applicant's social security number is expressly required by Fla. Stat. §117.01(2) and is imperative for processing notary public commission applications. Please be advised that social security numbers are only used for processing the notary public commission application and are exempt from disclosure pursuant to Fla. Stat. §119.071(5)(a)5.

- Are you a legal resident of Florida? ☐ Yes ☐ No (If No, you are not eligible to apply for a Florida notary public commission. Legal residency must be maintained throughout the appointment.)
- Are you a United States citizen? ☐ Yes ☐ No (If No, you must submit a recorded Declaration of Domicile. Obtain this document from your county courthouse.)
- Are you a wartime veteran with a disability rating of 50 percent or more? ☐ Yes ☐ No (If yes, you must submit a written request for the fee reduction and provide proof of exemption.)
- Are you now or have you ever been commissioned a Notary Public in the State of Florida? ☐ Yes ☐ No (If No, you, must complete a 3 hour Notary education course and submit a signed certificate of completion. Fla. Stat. §668.50(11)(b).)

If Yes: _____
(Commission expiration date) (Commission number) (Name for which your commission was issued)

- Have you held any professional licenses or commissions (other than Notary Public) in Florida during the past 10 years? ☐ Yes ☐ No
If Yes, please list:
Have any been revoked? ☐ Yes ☐ No (If Yes, you must submit a written statement about the nature of the action and a copy of the final order from the regulating agency.)
- Have you been disciplined by a regulatory agency, including the Florida Bar, and including disciplinary action that is confidential? ☐ Yes ☐ No (If Yes, 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.)
- Have you been convicted of a felony or have you had an adjudication of guilt withheld for a felony offense? ☐ Yes ☐ No (If Yes, 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.)
- Are you currently on probation? ☐ Yes ☐ No

AFFIDAVIT OF CHARACTER

STATE OF _____ COUNTY

I, _____ am unrelated to and have known _____
(Print or Type Name of Affiant) (Name of Applicant)
for one year or more; and to the best of my knowledge and observation know him or her to be of good character.

My address is _____
(Street) (City) (State) (County) (Zip)

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

Home Phone: (____) _____ Work Phone: (____) _____
(or write "NONE") (or write "NONE")

X

(Signature of Affiant)

OATH OF OFFICE

STATE OF FLORIDA

_____ COUNTY

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.

(Official Signature of Applicant)

(Date)

*Note: If you affirm, you may omit the words
“So help me God.” Fla. Stat. §92.52.

(Print or Type Name – Name for which your commission will be issued) Must use legal first name, no initial.
Acceptable options: Jonathan David Doe, Jon D. Doe, Jonathan Doe, Jonathan D. Doe

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 SOCIAL SECURITY NUMBERS, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDA NOTARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE CHECK THE FOLLOWING BOX:

- ☐ Yes, I assert that identifying information provided in this application (other than my social security number, which I am aware is automatically exempt from public disclosure, pursuant to Fla. Stat. §119.071 should be excluded from inspection under Public Records Law.

If Yes, please indicate which section of Florida Statutes provides this exemption from the Public Records Exemption Guide attached:

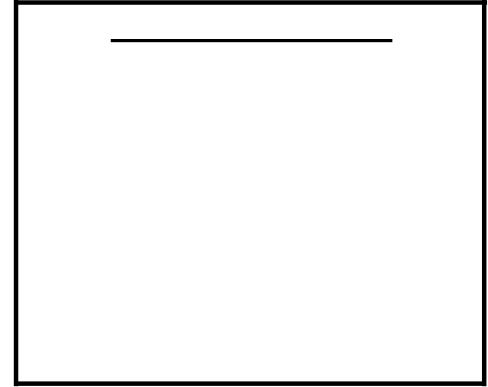
<https://dos.myflorida.com/media/695951/dos119.pdf>

*The attached DOS Public Records Exemption Request form is to act a guide to assist applicants and does not have to be submitted if the “Yes” box is not checked.

STATE OF FLORIDA BOND OF
NOTARY PUBLIC OR
ONLINE NOTARY PUBLIC

FOR OFFICE USE ONLY
Approved by Department of State:

Secretary of State
Notary Commissions
Form: DOC IN-7, R. 1N-7.001, F.A.C, effective 01/2020



STATE OF FLORIDA

KNOW ALL MEN BY THESE PRESENTS, That we;

_____ as Principal, and
(Name of Registrant)

(Imprint name of Surety Company) (Telephone Number)

as Surety Company, give bond payable to any individual who may be harmed as a result of a breach of duty by said applicant acting in his/her official capacity as a Notary Public OR Online Notary Public in the amount of Twenty-Five Thousand Dollars (\$25,000) as assurance for the due discharge of the duties of his/her office of Notary Public OR Online Notary Public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally. Liability under this bond is limited to \$7500 for acts performed in the capacity of a Notary Public pursuant to section 117.017(a), Florida Statutes.

Applicant was, on the date of issuance of Notary Public commission, bonded in and for the State of Florida as a Notary Public of Florida, to hold office for the term of four years in accordance with the Constitution and Laws of this State.

Now, therefore, if said applicant shall faithfully discharge the duties of the office of Online Notary Public, as prescribed by law, then *this* obligation shall be void.



By: _____
(Signature of Registrant)

Signed and sealed the ____ day of _____ 20____

(Affix Surety Seal)

(Name of Surety Company)

(Address of Surety Company)

(Name of Bonding Agency or Company)

(Address of Bonding Agency or Company)

By: _____
(Signature of Florida Licensed Agent)

(Florida Licensed Agent Number)

(Printed name of Florida Licensed Agent)

Section 817.234(1)(b), F.S. "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony in the third degree."

This bond shall be for Twenty-Five Thousand Dollars (\$25,000).
After execution by surety company, the bond must be submitted to the Department of State for approval
and filing before issuance of the registration of online notary public.



ORDER FORM (All States)

American Association of Notaries

7438 Park Place Blvd., Houston, Texas 77087

Phone: 713-644-2299 Fax: 713-649-0011



Office Hours: M-F 9am – 5pm CST

2 Easy Ways To Order:



Online:

www.floridanotaries.com



By Mail:

American Association of Notaries
PO Box 630601, Houston, TX 77263

Applicant Name _____

Shipping Address

Company Name _____

Address _____

City _____

State _____ Zip _____

 Daytime Phone Number (_____) _____

Shipping Information: Your shipment contains valuable items.
Ship to an address where someone will be available to receive your order.

Form of Payment

Mail To: PO Box 630601, Houston, TX 77263

☐ Check enclosed payable to: **American Association of Notaries**
Check No. _____

☐ Please charge my credit card account:



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Customer Signature _____

Billing Address (Leave blank if same as shipping)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email Address _____

AAN Membership/Account No. (if available) _____

Please view our refund and return policy at <https://www.usnotaries.com/refund-policy>.

Type in any special instructions regarding shipping, stamp manufacturing, or other special needs

ITEM #	PRODUCT DESCRIPTION (Include color choices for stamp ink and cases where applicable)	QUANTITY	PRICE	TOTAL
FLNPB1	Four-year \$25,000 Florida notary bond & state filing fee		\$104.00	
	Four-year, \$25,000 E/O Policy		\$60.00	
FL201	Trodar rectangular notary stamp		\$22.95	
FL702	Notary record book*		Included	
	One-year membership to AAN*		Included	
	Four years of expert support*		Included	
	Three-hour Florida notary course		Included	
	https://notaries.dos.state.fl.us/education/			
* Included with notary stamp order FL201.				
Prices Include Florida Sales Tax Where Applicable				
			USPS Shipping	\$ 7.95
			Subtotal*	\$
			GRAND TOTAL	\$



Please add an additional **\$9.00** for **UPS Ground** delivery.

USPS Shipping
Subtotal*

GRAND TOTAL