



Instructions to Complete the Florida Notary Application

Do not leave any fields blank. Enter N/A if it does not apply.

Call the **American Association of Notaries** (M–F, 9:00 a.m.–5:00 p.m. CT) at 1-800-721-2663 or email us at sales@usnotaries.com for assistance completing the notary application.

Mail your completed application to AAN at P.O. Box 630809 Houston, Texas 77263

1 Course of Study:

A first-time notary applicant must complete, within one year prior to submitting a notary application, an interactive or classroom course that includes electronic notarization and the duties of the notary public. Mail a signed course certificate to AAN along with your completed signed application and bond forms.

2 Choosing your notary official name:

You must apply or renew using your LEGAL first name (or a nickname of your legal first name, within reason) and your LEGAL last name; the inclusion of your legal middle name or initial in your commissioned name is optional.

For example, John Doe Public could be commissioned as:

- John Doe Public
- John D. Public
- John Public
- Johnny Doe Public
- Johnny D. Public
- Johnny Public

The name you use when completing the notary application will be your official notary name that will be printed on your notary commission and that you will use when notarizing documents. Your notary seal must also include the same name printed on your notary commission.

3 Oath of Office *(Choosing your official notary signature)*

Sign the oath of office section swearing that you have read Chapter 117, Florida Statutes, and any amendments thereto, that you know the duties, responsibilities, limitations, and powers of a Florida notary public, and that you will faithfully perform the duties of a notary public in the State of Florida.

The signature you use to sign the oath of office will be your official notary signature that you will use to notarize documents. Use a signature with which you are comfortable.

4 Resident address

Do not use a post office box for a resident address.

5 Residency requirements:

You must be a legal resident of Florida. There is no certain length of time required to establish residency. For permanent resident aliens: "A permanent resident alien may apply and be appointed and shall file with his or her application a recorded Declaration of Domicile." Fla. Stat. § 117.01(1).

6 Felony Conviction:

If you were ever convicted of a felony, or if you ever had adjudication withheld or a sentence suspended for a felony offense, you must submit the following documents:

- Written statement regarding the nature and circumstances of the charge(s);
- Copy of the court judgment and sentencing order, or a comparable court document; and
- If convicted, a copy of the Certificate of Restoration of Civil Rights (or pardon).

To obtain information about the restoration of civil rights, you may contact:

Office of Executive Clemency 4070 Esplanade Way Tallahassee, FL 32399-2450.
Phone: (850) 488-2952

7 Affidavit of good character

Have someone unrelated to you who has personally known you for one year or more complete this section.

8 Renewal of Notary Public Commission

You may submit your renewal application approximately six months in advance of your current commission's expiration date. Your notary commission is not renewed automatically. You must purchase a bond, take the oath of office, and purchase a new notary stamp. Do not use your new commission and new notary seal until your current notary commission expires.

9 Mail your notary application and bond section:

Mail your completed application to:

AAN
P.O. Box 630809
Houston, Texas 77263

We will promptly review your application for accuracy and completeness before filing it electronically with the Florida Department of State. We will ship your supplies once we receive your notary commission certificate from the Governor's Office.