

Steps to Register as a Remote Online Notary (For Midterm Notary)

Are you a current Florida notary who would like to perform remote online notarizations? If you answer “yes,” do the following steps:

Step 1 – Complete the attached CNA Florida online notary public bond application

Enter your official notary name, home address, email address, commission number, and commission expiration date. You can verify your notary information on the Department of State’s website at <https://notaries.dos.state.fl.us/not001.html>.

Step 2 – Calculate the cost of the \$25,000 notary errors and omissions insurance policy

Go to www.floridanotaries.com/notary-insurance to calculate the \$25,000 E/O insurance policy cost for your remaining notary term. Enter your notary commission effective and expiration date, then enter the amount calculated on the attached order form.

Step 3 – Send us your completed order form, CNA bond application, and payment so we can prepare and email you the notary bond and E/O insurance policy

Option 1 – Mail to: American Association of Notaries, Inc., 7438 Park Place Blvd., Houston, TX 77087

Option 2 – Fax both forms to 713-649-0011 or email them to sales@usnotaries.com. Then, call us with your payment information.

In one to three business days from the day we receive your order and payment, we will email your \$25,000 notary bond and \$25,000 errors and omissions insurance policy.

Step 4 – Review the applicable RON [Statutes](#) and [Rules](#) before applying

Step 5 – Complete a remote online notary education training course offered by the [Florida Land Title Association - FL RON Certification Course](#)

Step 6 – Select a remote online technology provider listed on the [Department of State’s Website](#)

Step 7 – Mail the following items to the Florida Dept. of State's address listed below:

- Notarized [remote online notary public application](#)
- [Online notary public information form](#)
- \$25,000 notary bond sent to you from our office
- \$25,000 E/O insurance policy sent to you from our office
- Copy of your notary public commission certificate
- RON course certificate of completion
- \$10 registration fee

Florida Department of State
Division of Corporations
ATTN: Notaries
PO Box 6327
Tallahassee, FL 32314

American Association of Notaries®
7438 Park Place Blvd. • Houston, Texas 77087 • 713-644-2299
www.floridanotaries.com • sales@usnotaries.com



FLORIDA ONLINE NOTARY PUBLIC BOND APPLICATION

Please complete and fax to (605) 335-0357,
or e-mail to us at uwservices@cnasurety.com

This application is only for use by current Florida notaries wishing to become an Online Notary.

Name as currently commissioned _____
Home Address _____
City _____ State _____ Zip Code _____
Email Address _____
Florida Notary Commission Number _____
Current Commission Expiration Date _____

To obtain a commission as an online notary, you must carry Notary Public Errors and Omissions coverage with a minimum amount of \$25,000. Please select the amount of coverage.

\$25,000 \$30,000 \$50,000 \$100,000 None Needed (coverage currently in place)

Your CNA Surety Agent is:	
American Association of Notaries	

Address <u>8811 Westheimer, Ste 207</u>	
Street	
Houston	TX 77063
City	State Zip
Agent's Code <u>4</u> <u>2</u> - <u>2</u> <u>2</u> <u>8</u> <u>4</u> <u>4</u>	

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.



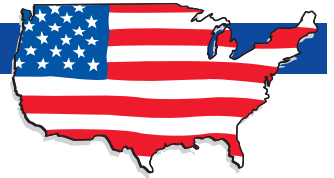
P.O. Box 5077 Sioux Falls, South Dakota 57117-5077
1-800-331-6053 FAX 1-605-335-0357
www.cnasurety.com



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:

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <small>(Include color choices for stamp ink and cases where applicable)</small>	QUANTITY	PRICE	TOTAL
FLNPB1	Four-year \$25,000 Florida notary bond		\$65.00	
	Four-year, \$25,000 E/O Policy			
	Go to www.floridanotaries.com/notary-insurance to calculate the cost of the e/o insurance and enter the amount on the right			
Prices Include Florida Sales Tax Where Applicable			USPS Shipping	\$
			Subtotal*	\$
			GRAND TOTAL	\$



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

USPS Shipping \$

Subtotal* \$

GRAND TOTAL \$