

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

Are you a current Florida notary? Would you like to perform remote online notarizations? If you answer "yes" to both questions, follow the steps below to register as a remote online notary in Florida:

**1 Complete the attached CNA Surety Florida Online Notary Public Bond Application.**

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

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

If you do not have one, go to [www.floridanotaries.com/notary-insurance](http://www.floridanotaries.com/notary-insurance) to order one. Enter your notary commission effective and expiration date, and our website will calculate the prorated cost of the e/o insurance policy. Enter the dollar amount populated on the attached order form.

**3 Send us your completed order form, CNA Surety 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 to 713-649-0011 or email to [sales@usnotaries.com](mailto:sales@usnotaries.com). Then, call us with your payment information.

**4 Review the remote online notary [statutes](#) and [rules](#).**

**5 Complete our two-hour remote online notary training course at: <https://www.floridanotaries.com/notary-course>.**

A course certificate of completion is available for download upon completing the course.

**6 Choose a remote online technology provider listed on the [Florida Department of State's website](#).**

**7 Complete the [Application Registration for Online Notary Public](#).**

Sign this form in the presence of a notary.

**8 Complete an [Online Notary Public Required Information form](#).**

**9 Mail the following items to the Florida Department of State's address listed below:**

- Your notarized Application Registration for Online Notary Public
- Your Online Notary Public Required Information form
- A \$25,000 notary bond
- A \$25,000 e/o insurance policy
- A copy of your notary public commission certificate
- Your RON training course certificate of completion
- A \$10 registration fee

**Florida Department of State**

Division of Corporations

ATTN: Notaries

PO Box 6327

Tallahassee, FL 32314

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**American Association of Notaries®**

7438 Park Place Blvd., Houston, Texas 77087 • 713-644-2299

[www.floridanotaries.com](http://www.floridanotaries.com) • [sales@usnotaries.com](mailto: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](mailto: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 8811 Westheimer, Ste 207	
Street	
Houston	TX 77063
City	State Zip
Agent's Code	4 2 — 2 2 8 4 4

***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](http://www.cnasurety.com)



## FLORIDA ORDER FORM (Midterm Remote Online Notary)

# American Association of Notaries

7438 Park Place Blvd., Houston, Texas 77087

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



[www.floridanotaries.com](http://www.floridanotaries.com)

Office Hours: M-F 9am – 5pm CST

## 2 Easy Ways To Order:



**Online:**

[www.floridanotaries.com](http://www.floridanotaries.com)



**By Mail:**

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

### Your 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:

☐ Make check payable to: American Association of Notaries

Check No.: \_\_\_\_\_

☐ Charge my credit card account:



Expiration Date:

Your 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)	PRICE	TOTAL
FLNPB1 FLEO	Four-year, \$25,000 Florida Notary Bond Four-year, \$25,000 E/O Insurance Policy  Go to <a href="https://www.floridanotaries.com/notary-insurance">https://www.floridanotaries.com/notary-insurance</a> to calculate the cost of the e/o insurance policy and enter the amount on the right.	\$65.00 \$	
* Prices are subject to change without notice.			
Prices include Florida sales tax where applicable.			
		 Please add an additional \$9.00 for UPS Ground delivery.	USPS Shipping Subtotal* \$ N/A
		<b>GRAND TOTAL</b>	\$