

Become a Notary Public in Florida: Step-by-Step Guide and Requirements

Here is a step-by-step guide on how to become a notary in Florida, based on the provided information:

□ Step 1: Eligibility

- To become a notary public in Florida, you must be at least 18 years old and a legal resident of the state. Permanent resident aliens can also apply but must submit a recorded Declaration of Domicile.
- You must maintain your residency in Florida throughout your notary term.
- Proficiency in the English language is required, including the ability to read, write, and understand English.

□ Step 2: Notary Education Course (For New Notaries Only)

- Before applying for a notary commission, if you are a new notary, you must complete a mandatory *3-hour notary education course*.
- Ensure that you have successfully completed this education course as it is a prerequisite for obtaining your notary commission.
- This course covers Chapter 117 of Florida law, which outlines the duties, responsibilities, limitations, and powers of a notary public.

□ Step 3: Application

- Complete the application for notary public appointment. The application must be signed and sworn to by you.
- Include a fee of \$25 for the application, along with a \$10 commission fee (as required by s. 113.01).
- Additionally, include a surcharge of \$4. This \$4 surcharge goes to the Executive Office of the Governor to support notary education and assistance programs.
- If you are a qualifying veteran with a disability rating of 50 percent or more, you may be exempt from the commission fee.
- You may not use a fictitious or assumed name on the application.
- You will need to provide an affidavit of good character from someone unrelated to you who has known you for at least one year.

□ Step 4: Oath, Notary Bond, and Surety Bond

- Include the oath of office, notary bond/surety bond along with your application.
- The oath and notary bond are in a form prescribed by the Department of State, containing information about your responsibilities and duties as a notary.
- You must obtain a surety bond in the amount of \$7,500, payable to any individual harmed due to a breach of duty in your official capacity.
- The bond will be issued by American Surety Company at (972) 893-4009.

□ **Step 5: Submission**

- Submit the packet below along with all the Certificate of Completion for Notary Education Course, and Fees to the bonding agency **American Surety Company** [\(972\) 893-4009](tel:972-893-4009) by mail. See address in packet.

□ **Errors & Omissions Insurance: Optional But Recommended!**

- *Errors and Omissions (E&O) insurance* is a specialized coverage.
- It protects individuals and businesses, including notaries, from financial losses due to errors, omissions, or negligence in their services.
- E&O insurance is highly recommended for notaries because it provides protection against claims arising from mistakes or oversights in notarial actions.
- It covers legal expenses, settlements, or judgments related to such claims.
- E&O insurance helps safeguard notaries' personal assets and maintains their professional reputation.
- Given the legal liabilities in notarial work, having E&O insurance is a responsible choice for peace of mind and financial security in case of disputes.

□ **Notary Supplies**

Click here: <https://amzn.to/4cO4T90> to order the supplies you need after receiving your notary commission certificate. **Please note: You will not be able to order your notary stamp until you have been approved and commissioned by the state.**