

**1<sup>ST</sup> STATE INSURANCE & NOTARY**  
**STATE OF FLORIDA NOTARY PUBLIC APPLICATION ORDER FORM**  
[www.FloridaNotaryNow.com](http://www.FloridaNotaryNow.com)  
 786.243.9886 [service@stonerins.com](mailto:service@stonerins.com)  
 STATE OF FLORIDA EMPLOYEE APPLICATION PACKAGE



**2022 NOTARY PACKAGES BASIC-DOR- (WHAT'S INCLUDED)**

- ✓ STATE OF FLORIDA APPLICATION FEE- \$ 39.00
- ✓ 7500 BOND OF NOTARY PUBLIC- \$20.00
- ✓ NOTARY STAMP- RECTANGULAR SELF-INKING- \$ 18.00
- ✓ NOTARY CERTIFICATE- INCLUDED
- ✓ S/H- \$ 7.00
- ✓ Agency Fee- \$ 12.00
- ✓ Transaction Fee on Credit/Debit Card- \$ 3.33

<b>YOUR PACKAGE COST</b>	<b>TOTAL</b>
Notary Package –BASIC- DOR	<b>99.33</b>

**CONTACT INFORMATION FOR PAYMENT**  
 (Please complete in order to process your application)

P-CARDHOLDER NAME:			
NOTARY NAME:			
BILLING ADDRESS:	CITY:	ST:	ZIP:
EMAIL ADDRESS:	CONTACT TEL #:		
CC#:	EXP DATE:		
AUTHORIZED CARDHOLDER SIGNATURE: <b>X</b>	Date:		

**APPLICATION CHECK LIST**

- NOTARY PUBLIC APPLICATION- NO BLANKS, AFFIDAVIT OF CHARACTER, OATH OF OFFICE
- BOND OF NOTARY PUBLIC- NAME AND SIGNATURE ONLY (Do not date)
- PLEASE DO NOT LIST P.O. BOX AS HOME ADDRESS
- FIRST TIME APPLICANTS- NOTARY EDUCATION CERTIFICATE OF COMPLETION
- NON-U.S. CITIZENS- DECLARATION OF DOMICILE
- PROVIDE VALID EMAIL ADDRESS:

- **MAIL YOUR COMPLETED PACKAGE TO:**  
**1<sup>ST</sup> STATE INSURANCE & NOTARY**  
**42 N. HOMESTEAD BLVD**  
**HOMESTEAD, FL 33030**



RLI SURETY

# NOTARY ERRORS & OMISSIONS INSURANCE — ARE YOU PROTECTED?

## IT WASN'T THE NOTARY'S FAULT, BUT IT COST HIM \$11,500 ANYWAY.

**What happened:** It was a routine transaction, and there was no way the notary could have known the signatures were forgeries. But they were. And, in the eyes of the court, the notary was at fault. This time the penalty was \$8,000 in damages and \$3,500 in court costs. Unfair? Sure. But, for a notary public in a litigious society like ours, it's just part of the territory.

**Fortunately, we've got the territory covered:** No one can say whether you'll ever be faced with a situation like the one just described. But, as a notary you are vulnerable. And, with major judgments against notaries now reaching tens of thousands of dollars, it's important to have someone in your corner should you find yourself faced with a lawsuit.

## RLI REQUIRES NO DEDUCTIBLE

That's exactly why we're here. We protect notaries beginning with the very first dollar in damages. We pay every dollar of damages and legal costs right up to the policy limit—and that may mean up to \$30,000. So, should you ever be sued, you can relax. Chances are you'll never face an out-of-pocket expense.

## NO LENGTHY EXCLUSIONS

That's equally reassuring. In fact, we pride ourselves on offering the most comprehensive coverage in the industry. Our job is to protect you in case of claim, freeing you to do your job.

## WE PAY DEFENSE COSTS

Forged, incomplete or otherwise defective signatures can cast doubt on the validity or date of a document. And when that happens, someone is to blame. Too often, the blame is placed on you, the notary. Worse yet, even if the suit is not valid you may not be spared the need to protect yourself from prosecution. Without coverage you'll have to pay these defense costs yourself.

## NOTARY E&O BENEFITS:

- No deductible
- Covers defense costs
- Protects against errors and omissions
- Employers covered under blanket policy at no additional charge
- Additional notaries covered automatically under blanket policy
- Various limits of insurance available at nominal premiums

## RLI...CONSERVATIVE. DISCIPLINED. SUCCESSFUL.

Disciplined underwriting and conservative investments have made RLI one of America's premier property and casualty insurers. Since 1991, RLI has been named to the Ward's 50, a respected benchmark of the industry's top performing insurance companies. And our stockholders have received dividends since 1976. In good times and bad, we've prospered. And that's a source of confidence. For us...and for all our clients.

Protection against errors and omissions is more important than ever because lawsuits against notaries are becoming more common each day. Make sure this doesn't happen to you. Your agent can get RLI's affordable coverage for you. Call today.

Rated A+ (Superior) by A.M. Best  
Rated A+ by Standard & Poor's  
[WWW.RLISURETY.COM](http://WWW.RLISURETY.COM)

**RLI**<sup>®</sup>  
DIFFERENT WORKS

SD-MK503 (2/18)



**NOTARY PUBLIC COMMISSION APPLICATION**  
 Florida Department of State  
 Notary Commissions and Certifications Section (850) 245-6975

**MAILING ADDRESS:**  
 1st State Insurance & Notary  
 42 N Homestead Blvd  
 Homestead, FL 33030  
 www.FloridaNotaryNow.com

**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: \_\_\_\_\_ Extension: \_\_\_\_\_  
(or write "NONE")

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.

1. 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.)
2. 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.)
3. 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.)
4. 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)

5. 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.)
6. 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.)
7. 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.) \*Please note applicants are subject to FDLE background checks. Failure to disclose may result in suspension of the notary commission and/or be referred to FDLE. Fla. Stat. §117.01(4)\*
8. 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: (\_\_\_\_\_) \_\_\_\_\_ X \_\_\_\_\_  
(or write "NONE") (or write "NONE") (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.

X \_\_\_\_\_ / / \_\_\_\_\_  
(Official Signature of Applicant) (Date)



: 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 CERTAIN ENUMERATED PERSONS, INCLUDING, BUT NOT LIMITED TO, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. (SEE SECTION 119.071, FLORIDA STATUTES) IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDA NOTARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE OBTAIN A PUBLIC RECORDS EXEMPTION FORM FROM THE FLORIDA DEPARTMENT OF STATE BY ACCESSING THE FOLLOWING LINK AND FOLLOWING THE INSTRUCTIONS ON THE FORM: <https://dos.myflorida.com/sunbiz/other-services/subpoenas-and-public-records-exemption-requests/>:

# STATE OF FLORIDA BOND OF NOTARY PUBLIC

Secretary of State  
Notary Commissions

**FOR OFFICE USE ONLY**  
Approved by Department of State:

STATE OF FLORIDA

KNOW ALL MEN BY THESE PRESENTS, That we,

\_\_\_\_\_ as Principal, and  
(Name of Applicant)

**RLI INSURANCE COMPANY ( 309 ) 692-1000**

(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 Notary Public, in the amount of Seven Thousand, Five Hundred Dollars (\$7,500) as assurance for the due discharge of the duties of his/her office of Notary Public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally.

Applicant was, on the date of issuance of commission, bonded as a Notary Public in and for the State 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 Notary Public, as prescribed by law, then this obligation shall be void.

X

(Signature of Applicant)

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**RLI INSURANCE COMPANY**

(Name of Surety Company)

**9025 N. LINDBERGH DR PEORIA IL, 61615**

(Address of Surety Company)

**1ST STATE INSURANCE**

(Name of Bonding Agency or Company)

**PO BOX 901475 HOMESTEAD FL 33090**

(Address of Bonding Agency or Company)

By X

(Signature of Florida Licensed Agent)

**A255671**

(Florida Licensed Agent Number)

**CHARLES K STONER**

(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 Seven Thousand, Five Hundred Dollars (\$7,500).**

**After execution by surety company, the bond must be submitted to the Department of State for approval and filing before issuance of the notary public commission.**