

## NOTARY APPLICANTS

ALL APPLICATIONS.....\$100.00 or \$115.00\*\*

Notary Public appointments are for a four (4) year term. The \$100.00 fee INCLUDES an all-in-one self-inking stamp, State fee, and \$7,500 bond. Bond fee is \$20.00.

**\*\*YOU MAY INCLUDE ERRORS & OMISSION COVERAGE WITH A \$5,000 LIMIT FOR \$15**

PAYMENT IN FULL MUST ACOMPANY THE APPLICATION.

### ALL BLANK LINES MUST BE COMPLETED

1. **Application for Appointment:** You **MUST COMPLETE** this IN FULL and **ALL** questions must be answered.
2. **Oath of Office:** You must sign **YOUR** name where marked. **PRINT** your name on the line provided next to your signature.
3. **Affidavit of Character:** **MUST** be completed in **FULL** with **COMPLETE** address. Person completing affidavit **CANNOT** be related to the applicant!
4. **BOND:** Just **TYPE** your name on the line indicated! **THEN SIGN YOUR NAME ON THE LINE INDICATED WITH AN "X"**. Your signature must be the **SAME** in **ALL PLACES**.
5. **NOTARY E & O:** If you are purchasing this coverage, **PLEASE** fill in your **name and address on the blanks provided on the form.**
6. **NEW NOTARY APPLICANTS ONLY:** **NOTARY EDUCATION CERTIFICATE MUST BE INCLUDED WITH APPLICATION. THE CERTIFICATE IS ISSUED UPON COMPLETION OF THE REQUIRED 3-HOUR COURSE FOR ALL NEW NOTARIES. YOU MAY TAKE THIS COURSE ON LINE FREE FROM THE STATE OF FLORIDA. THE ADDRESS IS: <http://notaries.dos.state.fl.us/education/index.html>**

**Note:** All lines must be completed. If they are not, the forms will be returned to you for corrections.

REMIT application and FEE to:

Gibson & Wirt., Inc.  
P.O. Drawer 59  
Bartow, Fl. 33831-0059

#### **Common Errors:**

- \*\* Not completing all areas of application, bond, E & O in full**
- \*\* Incomplete address of Affidavit of Character**
- \*\* Failure to include DRIVER'S License NUMBER & State ID's**