

NOTARY APPLICANTS

BASIC NOTARY APPLICATION.....\$100.00

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

**** Optional coverage of \$5,000 of Errors and Omission coverage can be included for an additional \$15 for a total of \$115**

PAYMENT IN FULL **MUST** ACCOMPANY COMPLETED APPLICATION

(ONLY CASH, CHECK OR MONEY ORDER,are accepted

****NO DEBIT OR CREDIT CARDS****

Instructions:

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 can take this course online **FREE** through the state of Florida at: <http://notaries.dos.state.fl.us/education/index.html>

REMIT application and payment to: **Gibson & Wirt**
125 E Main Street
Bartow, Fl. 33830

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**