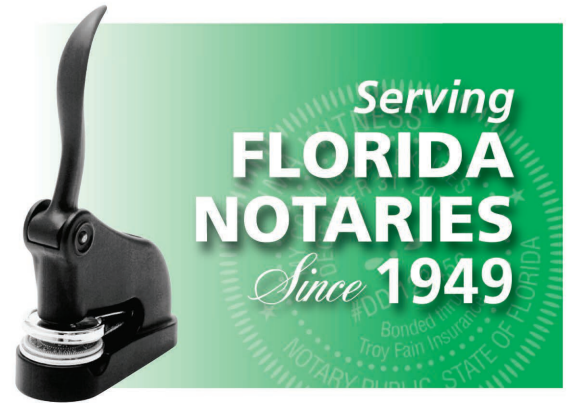


SAVE TIME. PAY ONLINE!
WWW.TROYFAIN.COM



Having notaries on staff offers numerous benefits. Whether you are an aspiring Notary or recognize the need for adding notaries to your staff, we've made the process easy!

SAVE TIME. PAY ONLINE.

Explore our new online application process at **TroyFain.com**! Quickly fill out your notary application and securely submit your payment online. Just **PRINT, SIGN** and **MAIL** it in. It's that **simple**!

FOLLOW THE SIMPLE INSTRUCTIONS BELOW:

APPLICATION - Fill in all blanks, including your Driver's License and Social Security numbers. Have your character witness, someone who has known you at least one year and is unrelated to you, sign at the **Blue X**.

BOND OF NOTARY PUBLIC - Print your name and sign at the **Red X**. Leave all other fields blank.

EDUCATION - First-time applicants must complete a state-approved online notary course. Select one of the packages below – or find it online at: **www.TroyFain.com**. Be sure to send us a signed copy of the course completion certificate when you are done.

ORDER FORM & PAYMENT - Select a notary package or build your own on the Order Form (on reverse). Don't forget to protect yourself – learn more about Errors & Omissions insurance from the insert. Use the enclosed envelope to return your completed forms and payment. We'll do the rest.

Troy Fain Insurance will hand-deliver your application to the State of Florida. Your certificate and products will be mailed within three business days of your appointment.

SELECT ONE OF THESE NOTARY PACKAGES OR BUILD YOUR OWN

REGULAR NOTARY PACKAGE		TRADITIONAL NOTARY PACKAGE		PREMIER NOTARY PACKAGE	
\$7,500 Bond of Notary Public	\$40.00	\$7,500 Bond of Notary Public	\$40.00	\$7,500 Bond of Notary Public	\$40.00
Application & Filing Fee	\$39.00	Application & Filing Fee	\$39.00	Application & Filing Fee	\$39.00
Online Notary Course	\$25.00	Online Notary Course	\$25.00	Online Notary Course	\$25.00
Rectangular Self-Inking Stamp	<u>\$23.00</u>	Round Self-Inking Stamp	<u>\$25.00</u>	Rectangular Self-Inking Stamp	\$23.00
	\$127.00*		\$129.00*	\$25,000 E&O Policy	\$60.00
				Notary Public Record Book	\$12.00
				Florida Notary Handbook	<u>\$12.75</u>
					\$211.75*

*Prices do not include tax, shipping and handling.

COMMISSION ORDER FORM

Rectangular Self-Inking Stamp

This self-inking stamp from Trodat® produces quality impressions without using a stamp pad. Now available in many exciting colors! Please select your case color below.

\$23⁰⁰



- ☐ Grey ☐ Pink ☐ Mint ☐ Lilac
☐ Red ☐ White ☐ Blue ☐ Black (Default)
☐ Purple ☐ Green ☐ Fuchsia ☐ Mango

Mobile Stamp

Designed for notaries who are always on the go, this portable self-inking stamp is a great addition to your regular notary stamp. Please select your case color below.

\$26⁰⁰



- ☐ Green ☐ Fuchsia ☐ Red ☐ Orange
☐ Yellow ☐ Silver ☐ Blue ☐ Charcoal (Default)

Round Self-Inking Stamp

This round self-inking stamp produces clear impressions similar in format to a metal embosser. No need for a separate ink pad. Includes a closing cap for easy carrying. Please select your color below.

\$25⁰⁰



- ☐ Red ☐ Blue ☐ Black (Default)

Round Industrial Self-Inking Stamp

Perfect for numerous notarizations, this high quality stamp is built to last.

\$40⁰⁰



Notary Public Record Book

Keep a log of your notarial acts with this record book. With room for 256 entries, thumbprint space, and simple step-by-step instructions, this journal complies with all recommendations of the Governor's Office.

\$12⁰⁰



Marriage Kit

One honor of being a Florida notary is the ability to perform marriage ceremonies. Our kit provides you with everything you need: 10 certificates, gold foil seals (to use with embosser seal), sample ceremony scripts, and informative literature.

\$28⁰⁰



Embossing Seal

Although not an official notary seal, its raised impression is well-recognized and can be used in conjunction with your regular notary stamp. Blue, pink and red available online.

\$30⁰⁰



Errors and Omissions Insurance Protects YOU! See Insert.

Package Options

Description	Quantity	Amount	Tax	Subtotal
Regular Notary Package (see reverse)**		\$127.00	\$1.73	
Traditional Notary Package (see reverse)**		\$129.00	\$1.88	
Premier Notary Package (see reverse)**		\$211.75	\$3.58	
Application, Filing Fee and Bond Only		\$79.00	n/a	

Additional Supplies

Rectangular Self-Inking Stamp**		\$23.00	\$1.73	
Mobile Stamp**		\$26.00	\$1.95	
Round Self-Inking Stamp**		\$25.00	\$1.88	
Round Industrial Self-Inking Stamp		\$40.00	\$3.00	
Notary Public Record Book		\$12.00	\$0.90	
Marriage Kit		\$28.00	\$2.10	
Embossing Seal		\$30.00	\$2.25	
Florida Notary Handbook		\$12.75	\$0.96	
American Society of Notaries		\$39.00	n/a	
Display Sign		\$15.00	\$1.13	

Errors & Omissions Policies

\$10,000 Errors & Omissions Policy		\$40.00	n/a	
\$15,000 Errors & Omissions Policy		\$50.00	n/a	
\$25,000 Errors & Omissions Policy		\$60.00	n/a	
\$30,000 Errors & Omissions Policy		\$70.00	n/a	
\$50,000 Errors & Omissions Policy		\$120.00	n/a	
\$100,000 Errors & Omissions Policy		\$240.00	n/a	
Shipping & Handling				\$6.00

Total

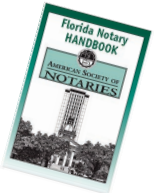
** Select color above.

If we cannot process your order within 12 months due to lack of information, we are no longer obligated to fulfill your order and payment becomes non-refundable.

Florida Notary Handbook

Everything you need to know about being a Florida Notary Public can be found in this 126 page manual. Informative and easy to understand, this is an excellent resource for new and veteran notaries public.

\$12⁷⁵



American Society of Notaries 1 Year Membership

Become a member of the nation's first non-profit association for notaries public in the United States. Benefits include an information kit, toll-free help line, free listing in All-States Notary Locator, news and more.

\$39⁰⁰



Display Sign

Let everyone know that you are a notary with this black and silver personalized sign.

\$15⁰⁰



Online Notary Course

Access our self-paced, state-approved online course 24-hours a day, and gain knowledge of notary laws and procedures. Go to www.TroyFain.com to purchase and complete your training. Education required by Florida law for all first-time applicants.

\$25⁰⁰



PAYMENT INFORMATION

☐ Check/Money Order ☐ MasterCard ☐ DISCOVER ☐ VISA ☐ American Express Card Number _____

Expiration _____ / _____ Security Code _____ Signature of Cardholder _____

Billing Address for Card _____ Address _____ City _____ State _____ Zip _____

Email Address _____ Daytime Number (_____) _____

(Any email you provide on the order form or application will be used to contact you about processing your order, notary news, law updates and renewal reminders.)

P. O. Box 5077 ■ Tallahassee, FL 32314-5077 ■ 800.385.7019 or 850.224.3156

Serving Florida Notaries Since 1949 ■ www.TroyFain.com

TROY FAIN Insurance INC.

Errors & Omissions Insurance Protects **YOU**

Many notaries don't realize it, but they can be held personally liable for the notarial transactions they perform. They mistakenly believe that the required Notary Bond they purchase protects them. It doesn't! That bond protects the public. When sued, a Notary may incur thousands of dollars in legal fees even if no damages were awarded.

Only Errors & Omissions Insurance protects you.

With an E&O policy, you will be fully protected against liability for the entire term of your commission.

What types of liability should you expect? Consider these real cases:

- Acting on instructions from her boss, a Notary witnessed signatures on a real estate transaction, which later proved to be forgeries. She was found liable for nearly \$2,500 in court costs and \$5,000 in damages. **Can you afford this?**
- Another Notary was sued for allegedly affixing her seal to a certificate of title with a forged signature. Although judgment was in favor of the Notary, she incurred \$560 in legal fees. Thankfully, she had an E&O policy – **she was fully protected.**

With Notary Public Errors & Omissions Insurance, damages and legal costs are paid, with no out-of-pocket deductible to the Notary. Protect yourself and those who depend on you! Use the order form below to determine the amount of coverage that best suits your needs.

Errors & Omissions is **Affordable**. Reduce Your Risk TODAY.

Amount of Coverage (✓) Select One	Four Year Premium*
<input type="checkbox"/> \$10,000 Policy	\$40.00
<input type="checkbox"/> \$15,000 Policy	\$50.00
<input type="checkbox"/> \$25,000 Policy	\$60.00
<input type="checkbox"/> \$30,000 Policy	\$70.00
<input type="checkbox"/> \$50,000 Policy**	\$120.00
<input type="checkbox"/> \$100,000 Policy**	\$240.00



P. O. Box 5077 ■ Tallahassee, FL 32314-5077
800.385.7019 ■ www.TroyFain.com

** You will be contacted by a customer service representative for additional information that is required for these levels.

Policies are underwritten by Western Surety Company, Jack Diestelhorst, A068326.

Name (As you are commissioned)

Street Address/P. O. Box

City

State

Zip

Commission Expires (mm/dd/yyyy)

Email Address (For notary law updates & special offers)

Payment: ☐ Check ☐ Money Order



Card No.:

Expiration Date:

Security Code:

Signature of Cardholder: _____

Daytime Phone: _____



NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State

Notary Commissions and Certifications Section (850) 245-6975

Mail Applications to:

TROY FAIN Insurance INC.
P. O. Box 5077
Tallahassee, FL 32314-5077
800.385.7019

PERSONAL INFORMATION

Full Legal 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")

Sex: ☐ Male
☐ Female

Race: ☐ Asian
☐ Black or African American
☐ Native American or Alaska Native
☐ White
☐ Other: _____

Home Phone: (_____) _____
(or write "NONE")

Business Phone: (_____) _____ Extension _____
(or write "NONE")

Florida Driver's 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 application and are exempt from disclosure pursuant to Fla. Stat. §119.071(5)(a)5.

- Are you a legal resident of Florida? ☐ Yes ☐ No (If **No**, you are not eligible to apply for a notary commission. Legal residency must be maintained throughout the appointment.)
- 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.)
- 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. (Ch. 668.50(11)F.S.)) Go to www.TroyFain.com to complete the notary course.
If **Yes**: _____
(Commission expiration date) (Commission number) (Name in which your commission was issued)
- 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.)
- 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.)
- 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.)
- 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: (_____) _____
(or write "NONE") (or write "NONE")

X

(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)

→ _____

(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

*Note: If you affirm, you may omit the words
"So help me God." Fla. Stat. §92.52.

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 SOCIAL SECURITY NUMBERS, PAST AND PRESENT LAW ENFORCEMENT OFFICERS AND THEIR FAMILIES, VICTIMS OF CERTAIN CRIMES, ETC. IF YOU BELIEVE AN EXEMPTION FROM THE PUBLIC RECORDS LAW APPLIES TO YOUR FLORIDA NOTARY PUBLIC COMMISSION APPLICATION SUBMISSION, PLEASE CHECK THE FOLLOWING BOX:

- ☐ Yes, I assert that identifying information provided in this application (other than my social security number, which I am aware is automatically exempt from public disclosure, pursuant to Fla. Stat. §119.071(5)(a)5) should be excluded from inspection under Public Records Law.

If Yes, please indicate what section of Florida Statutes provides this exemption in your particular situation:

IF YOU NEED ADDITIONAL GUIDANCE AS TO THE APPLICABILITY OF ANY PUBLIC RECORDS LAW EXEMPTION TO YOUR SITUATION, PLEASE CONTACT THE OFFICE OF THE ATTORNEY GENERAL:

**Office of the Attorney General
The Capitol, PL-01
Tallahassee, FL 32399
(850) 245-0158**

###

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)

Western Surety Company (800) 331-6053

(Imprint Name of Surety Company)

_____ 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_____.

Western Surety Company

(Name of Surety Company)

P. O. BOX 5077

Sioux Falls, SD 57117-5077

(Address of Surety Company)

Troy Fain Insurance, Inc.

(Name of Bonding Agency or Company)

P. O. Box 5077

Tallahassee, FL 32314-5077

(Address of Bonding Agency or Company)

By _____

(Signature of Florida Licensed Agent)

A068326

(Florida Licensed Agent Number)

JACK DIESTELHORST

(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.