

## Change of Address

Florida law requires that all notaries public must report any change in their home or business address or telephone number in writing to the Department of State within 60 days of the change. § 117.01(2), Fla. Stat. If you have a change to report, please copy the form below, complete it, and mail to:

**Department of State  
Bureau of Notaries Public  
Room 1902, The Capitol  
Tallahassee, FL 32399-0250**

Name (as it appears on Commission) _____	
Commission # _____	Expiration Date _____
Social Security Number _____	Date of Birth _____
Home Address _____	Business Name _____
_____	Business Address _____
_____	_____
Phone (    ) _____	Phone (    ) _____

## Moving Out of State?

Florida law requires a notary public to maintain legal residency in the State of Florida during the entire term of the appointment. § 117.01(1), Fla. Stat. If you are no longer a legal resident of Florida, you must submit your resignation to the Governor immediately. Please complete the change of address form above and sign the resignation letter below. Destroy your notary seal, and return this form and your notary commission certificate to:

**Notary Section  
Office of the Governor  
LL06 Capitol  
Tallahassee, FL 32399-0001**

Dear Governor:
Due to my move out of the State of Florida, I am resigning my notary public commission, effective _____.
(DATE)
_____ SIGNATURE OF NOTARY
_____ PRINTED NAME OF NOTARY