



Invoice/Receipt

REMOTE ONLINE NOTARY (RON) PACKAGES FOR 1ST TIME APPLICANTS AND RENEWALS

RON PACKAGE #1

- All State Fees
- \$25,000 RON Bond
- **\$25,000 RON E&O Insurance**
- Official State Logo Self-Inking Rectangular Stamp (Black Case)
- S&H and Taxes Included

Total \$189.00 _____

RON PACKAGE #2

- All State Fees
- \$25,000 RON Bond
- **\$50,000 RON E&O Insurance**
- Official State Logo Self-Inking Rectangular Stamp (Black Case)
- S&H and Taxes Included

Total \$239.00 _____

RON PACKAGE #3

- All State Fees
- \$25,000 RON Bond
- **\$100,000 RON E&O Insurance**
- Official State Logo Self-Inking Rectangular Stamp (Black Case)
- S&H and Taxes Included

Total \$339.00 _____

FOR AN ADDITIONAL \$6.00 CHOOSE YOUR STAMP CASE COLOR

☐ **RED** ☐ **BLUE** ☐ **FUCHSIA** ☐ **PINK** ☐ **PURPLE** ☐ **GREEN** ☐ **MINT**

ADDITIONAL NOTARY SUPPLIES AND SERVICES

E-Notary Seal	\$25.00	_____
Notary Public Journal – Protects the Notary, highly RECOMMENDED	\$17.00	_____
Thumbprint Pad	\$13.00	_____
Rush Service - Approx. 20 Business Days. (Normal processing time is approx. 35 business days).	\$20.00	_____
Rectangular Self-Inking Stamp	\$29.00	_____
Round Self-Inking Stamp	\$30.00	_____
Pre-Inked Pocket Stamp	\$36.00	_____
Embosser Seal (Black).	\$36.00	_____
Nameplate with desk holder 2"x10": Silver <input type="checkbox"/> White <input type="checkbox"/> Gold <input type="checkbox"/>	\$35.00	_____
* If you answered YES to question #5B, #6, #7 or #8. (See Instructions page)	\$40.00	_____

NO HIDDEN FEES - TOTAL AMOUNT ENCLOSED \$ _____

PAYMENT OPTIONS: CHECK ☐ MONEY ORDER ☐ CREDIT CARD ☐

Make your check or money order payable to Aaron Notary Appointment Services, Inc.

MAIL TO: Aaron Notary Appointment Services, Inc. PO Box 69-3002 Miami, FL 33269-3002

Please include your completed original application, signed, and dated bond, and your signed course certificate along with invoice and payment. Keep a copy of this Invoice/Receipt for your records.

I hereby authorize "Aaron Notary Appointment Services, Inc." to charge my VISA/MASTERCARD in the amount of \$_____. By signing below, I agree to pay the above amount.

Name on Credit Card

Full address (as listed on your Credit Card bill including Zip Code)

Credit Card #

Expiration Date

CVV2 Code

Authorized Signature

Date Signed

CREDIT CARD CHARGEBACK WILL NOT BE ALLOWED ONCE YOUR APPLICATION IS SUBMITTED TO THE STATE.

AARON NOTARY APPOINTMENT SERVICES INC., P.O. BOX 693002 MIAMI, FL 33269-3002 Phone: (305) 654-8887 / Fax: (305) 493-3339



INSTRUCTIONS

PART I: Become or Renew Florida Notary

1. First Time Applicant for a notary commission must take 3-hours of interactive education course. The course is offered by the Florida Department of State and the Governor's Office on the Internet at no cost, at Notaries.dos.state.fl.us/education. After completing the course, you will receive an individual Certificate of Completion, print certificate of completion, and sign it. (If applicable).
2. After printing out the application have the "Affidavit of Character" filled out and signed by someone who has known you for one (1) year or longer and is not related to you (Affiant). Complete all fields in blue or black ink. **DO NOT leave any questions blank. DO NOT use N/A. Enter "None" where applicable.** When you PRINT & SIGN your name in the Oath of Office section at the bottom of the page, your name must appear as the following example: John R. Doe or J. Richard Doe are acceptable but not J.R. Doe, J. Doe or R. Doe. However, a signature with a nickname or shortened name is acceptable (Joe for Joseph/Sue for Susan).
3. Sign and date the Bond. Your signature must be a **WET INK SIGNATURE** and be the same on the notary application and bond. **E-signatures or signature stamps are not allowed.**

Important Notice only if you answered YES to question #5 (second part of the question only), #6, #7 or #8 on the Application. You must include a Cashier Check or Money Order for \$40.00 (Non-Refundable Processing Fee), in addition to the package that you select.

- If any of your professional licenses or commission have been revoke or if you have been disciplined by a regulatory agency, including the Florida Bar, and including disciplinary action that is confidential. Please submit the following information (**YES to question #5 or #6**):
 - ✓ A written statement about the nature of the action.
 - ✓ Any supporting documentation, such as a copy of the Final order from the regulating agency.
- If you have been convicted of a felony, had adjudication of guilt withheld, or are on probation, you must submit the following documents (**YES to question #7**):
 - ✓ A written statement regarding the nature and circumstances of the charges.
 - ✓ A copy of the Judgment and Sentencing Order; and,
 - ✓ If convicted, a copy of the Certification of Restoration of Civil Rights (or pardon). The name of this document may vary depending on the state where the conviction occurred.

The State of Florida does not offer Rush Service for this type of application and processing time takes 60-90 days.

PART II: Become a Remote Online Notary (RON)

1. Take the 2-hour course and print out the certificate of completion and sign it.
<https://aaronnotary.thinkific.com/courses/remote-online-notary-course>
2. After your regular notary commission is approved, we will send you an email with further instruction to finish your RON registration.

WHITE-OUTS AND CROSS-OUTS ARE NOT ALLOWED ON THE APPLICATION FORM

PLEASE PROVIDE YOUR EMAIL ADDRESS (In the event that we need additional information)

Aaron Notary Appointment Services Inc. offers a complete RON Package, in compliance with Florida Statute Chapter 117.225. (Not to be sold separately).

Aaron Notary Appointment Services Inc. is not a RON Service Provider.

All returned checks will have an additional charge of \$30 for Aaron Notary's Processing Fee

**MAIL YOUR ORIGINAL APPLICATION, BOND, AND COURSE
CERTIFICATE ALONG WITH YOUR INVOICE AND PAYMENT TO:**

**Aaron Notary Appointment Services, Inc.
P.O. BOX 69-3002 MIAMI, FL 33269-3002**

Rvsd RON322



NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State

Notary Commissions and Certifications Section (850) 245-6975

AARON NOTARY APPOINTMENT SVCS INC.

PLEASE MAIL APPLICATION TO:

PO BOX 693002

MIAMI FL 33269-3002

www.AaronNotary.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. A. 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: _____
B. 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: (_____) _____
(or write "NONE") (or write "NONE")

X _____
(Signature of Affiant)

Rvsd 03/2022

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)



APPLICANT SIGNS AND DATE HERE

*Note: 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 OR
ONLINE NOTARY PUBLIC**

Secretary of State
Notary Commissions

Form: DOC IN-7, R. 1N-7.001, F.A.C, effective 01/2020

FOR OFFICE USE ONLY

Approved by Department of State:

STATE OF FLORIDA

Bond No.: _____

KNOW ALL MEN BY THESE PRESENTS, That we,

_____ as Principal, and
(Name of Registrant)

()

(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 a Notary Public OR Online Notary Public in the amount of Twenty-Five Thousand Dollars (\$25,000) as assurance for the due discharge of the duties of his/her office of Notary Public OR Online Notary Public and we do bind ourselves, and each of our heirs, executors and administrators, jointly and severally. Liability under this bond is limited to \$7,500 for acts performed in the capacity of a Notary Public pursuant to section 117.01(7)(a), Florida Statutes.

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.

APPLICANT SIGN HERE 

(Signature of Registrant)

Signed and sealed this _____ day of _____ 20____

(Name of Surety Company)

(Address of Surety Company)

(Name of Bonding Agency or Company)

(Address of Bonding Agency or Company)

By 

(Signature of Florida Licensed Agent)

(Florida Licensed Agent Number)

(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 Twenty-Five Thousand Dollars (\$25,000).
After execution by surety company, the bond must be submitted to the Department of State for approval and filing
before issuance of the registration of online notary public.**

Rvsd 03/2022