

Dear Notary,

Everything that you will need to amend your commission is enclosed. You may continue to perform notarial acts in your former name until you receive your amended commission and your seal.

**AMENDED COMMISSION REQUEST NOTICE OF NAME CHANGE** - Complete all blanks, place stamp imprint in the appropriate box and make sure you sign in both places. Any missing information will delay your commission.

**CERTIFICATE OF COMMISSION** - Return your original Certificate of Commission. If you do not have the original, prepare a letter of explanation.

**ORDER FORM** - You will be required to pay a \$25 application filing fee and purchase a new stamp with your new name and commission number. Complete the Amended Commission Order Form by selecting a package which includes the required filing fee and your choice of stamp.

**PAYMENT** - Send your completed forms and payment to us in the enclosed envelope.

We will submit your completed application to the State of Florida. Your Certificate and products will be mailed within three business days of your amendment. If you have any questions, feel free to contact us. We are always ready to help.

## SELECT ONE OF THESE PACKAGES OR BUILD YOUR OWN

REGULAR PACKAGE		TRADITIONAL PACKAGE		PREMIER PACKAGE	
Application Filing Fee	\$25.00	Application Filing Fee	\$25.00	Application Filing Fee	\$25.00
Bond Rider Fee	\$10.00	Bond Rider Fee	\$10.00	Bond Rider Fee	\$10.00
Rectangular Self-Inking Stamp	<u>\$23.00</u>	Round Self-Inking Stamp	<u>\$25.00</u>	Online Notary Course	\$25.00
	<b>\$58.00*</b>		<b>\$60.00*</b>	Rectangular Self-Inking Stamp	\$23.00
				Notary Public Record Book	\$12.00
				Florida Notary Handbook	\$12.75
					<b>\$107.75*</b>

\*Prices do not include tax, shipping and handling.

# AMENDED 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.

**\$23<sup>00</sup>**



- ☐ 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.

**\$26<sup>00</sup>**



- ☐ 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.

**\$25<sup>00</sup>**



- ☐ Red   ☐ Blue   ☐ Black (Default)

## Round Industrial Self-Inking Stamp

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

**\$40<sup>00</sup>**



## 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.

**\$12<sup>00</sup>**



## 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.

**\$28<sup>00</sup>**



## 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.

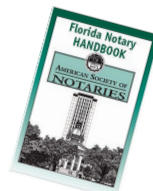
**\$30<sup>00</sup>**



## 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.

**\$12<sup>75</sup>**



## 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.

**\$39<sup>00</sup>**



## Display Sign

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

**\$15<sup>00</sup>**



## 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](http://www.TroyFain.com) to purchase and complete your training. Education required by Florida law for all first-time applicants.

**\$25<sup>00</sup>**



Package Options				
Description	Quantity	Amount	Tax	Subtotal
Regular Package (see reverse)**		\$58.00	\$1.73	
Traditional Package (see reverse)**		\$60.00	\$1.88	
Premier Package (see reverse)**		\$107.75	\$3.58	
Application Filing & Bond Rider Fee Only		\$35.00	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	
Shipping & Handling				\$6.00
<b>Total</b>				

\*\* 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.

## SHIPPING INFORMATION

- ☐ Home   ☐ Business   ☐ Other Address:

Business Name

Street Address/PO Box

City

State

Zip

## 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](http://www.TroyFain.com)

**TROY FAIN Insurance INC.**

STATE OF FLORIDA  
NOTARY PUBLIC

AMENDED COMMISSION REQUEST  
NOTICE OF NAME CHANGE

\_\_\_\_\_  
*Type or print name in which commission is currently issued*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date of birth*

\_\_\_\_\_  
*Sign your official signature as currently commissioned*



\_\_\_\_\_  
*Type or print new commission name as it is to appear on your certificate*



**Imprint current seal for identification  
only**

\_\_\_\_\_  
*Sign your new official signature, the same as your new commission name*

\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Date legal name changed*

**FILL IN YOUR CURRENT ADDRESSES AND PHONE NUMBERS:**

\_\_\_\_\_  
*Physical home address, City and Zip*

( )

\_\_\_\_\_  
*Area code and telephone number*

\_\_\_\_\_  
*Indicate business name, unemployed or retired*

\_\_\_\_\_  
*Business address, City and State*

( )

\_\_\_\_\_  
*Area code and business telephone no.*

MAIL TO:

☐

Business

☐

Home

OR

\_\_\_\_\_  
*Mailing address*

**Please forward this form along with applicable fees and your current commission to your bonding agency. Your bonding agency will provide the rider to your notary public bond and forward all forms to the Secretary of State's office for processing.**