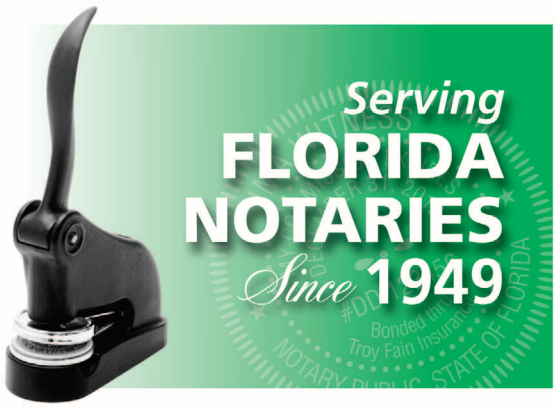
TROY FAIN Insurance INC.

www.TroyFain.com | troyfain@troyfain.com
P. O. Box 5077 | Tallahassee, FL 32314-5077
800.385.7019 | 850.224.3156

Save Time. Pay Online!
www.TroyFain.com



Dear Notary,

It's time to renew your Notary Public commission. Troy Fain Insurance has included everything you need for reappointment.

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 **SEND** 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 on first line (Name of Applicant) and sign at the **Red X**. Leave all other fields blank.

Order Form & Payment - Select a notary package or build your own using the Order Form (on reverse). Don't forget to protect yourself with Errors & Omissions insurance. Use the enclosed envelope to return your completed forms and payment to our office. 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 reappointment.

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
Rectangular Self-Inking Stamp	$29.00	Round Self-Inking Stamp	$32.00	Rectangular Self-Inking Stamp	$29.00
	$108.00*		$111.00*	$25,000 E&O Policy	$60.00
				Notary Public Record Book	$12.00
				Florida Notary Handbook	$19.00
					$199.00*

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

See Reverse for Order Form

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.

$29.00

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

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.

$32.00

☐ Blue ☐ Red
☐ Fuchsia ☐ Black *(Default)*

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.

$12.00

Heavy Duty Rectangular Self-Inking Stamp

Producing thousands of consistent impressions without the need of a separate ink pad, this stamp is designed for high volume usage throughout your entire notary commission.

$45.00

Round Industrial Self-Inking Stamp

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

$52.00

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.

$31.95

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.

$35.00

Blue, pink, purple and red available online.

Florida Notary Handbook

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

$19.00

American Society of Notaries 1 Year Membership

The original association for notaries public in the United States. Benefits include a toll-free help line, free listing in ASN's All-States Notary Locator, law updates and notarial guidelines, membership card, certificate and more.

$39.00

Display Sign

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

$20.00

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.

$25.00

Want To Perform Remote Online Notarizations?
Visit **www.TroyFain.com** for the required registration forms.

Package Options

Description	Quantity	Amount	Tax	Subtotal
Regular Notary Package *(see reverse)***		$108.00	$2.18	
Traditional Notary Package *(see reverse)*		$111.00	$2.40	
Premier Notary Package *(see reverse)***		$199.00	$4.50	
Application, Filing Fee and Bond Only		$79.00	n/a	
Additional Supplies				
Rectangular Self-Inking Stamp**		$29.00	$2.18	
Heavy Duty Rectangular Self-Inking Stamp		$45.00	$3.38	
Round Self-Inking Stamp**		$32.00	$2.40	
Round Industrial Self-Inking Stamp		$52.00	$3.90	
Notary Public Record Book		$12.00	$0.90	
Marriage Kit		$31.95	$2.40	
Embossing Seal		$35.00	$2.63	
Florida Notary Handbook		$19.00	$1.43	
American Society of Notaries		$39.00	n/a	
Display Sign		$20.00	$1.50	
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				$12.95
			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.

Payment Information

☐ Check/Money Order ☐ MasterCard ☐ Discover ☐ Visa ☐ American Express Cardholder's Name _____

Card Number _____ Expiration _____ *MM/YY* Security Code _____

Billing Zip Code _____ Signature of Cardholder _____

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Serving Florida Notaries Since 1949 | **www.TroyFain.com**

TROY FAIN Insurance

NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State
Notary Commissions and Certifications Section (850) 245-6975

Please note that applicants are subject to Florida Department of Law Enforcement (FDLE) background checks. Failure to disclose any felony conviction(s) and/or adjudication of guilt withheld for felony offense(s) may result in the suspension of the notary commission and/or referral to FDLE. § 117.01(4), Fla. Stat.

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

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.

1. 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.)
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).) Go to **www.TroyFain.com** to complete the notary course.

   If **Yes**: _____ (Commission expiration date) _____ (Commission number) _____ (Name for which your commission was issued)
5. 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.)
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.)
8. Are you currently on probation? ☐ **Yes** ☐ **No**

AFFIDAVIT OF CHARACTER

STATE OF _____ _____ County

I, _____ (Print or Type Name of Affiant) am unrelated to and have known _____ (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: (_____) _____ (or write "NONE") Work Phone:(_____) _____ (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) MM-DD-YYYY

➔ _____

(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 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/

Mail Application, Bond, Order Form and Payment to:

TROY FAIN Insurance INC.
Troy Fain Insurance | PO Box 5077 | Tallahassee, FL 32314-5077
www.TroyFain.com | 800.385.7019 | troyfain@troyfain.com

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 as Surety Company, give bond payable to any
Imprint Name of Surety Company

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)

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

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.

Intentionally Left Blank

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 <u>real</u> 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!

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

See The Order Form To Purchase Desired Coverage.

Amount of Coverage	Four Year Premium
$10,000 Errors & Omissions Policy	$40.00
$15,000 Errors & Omissions Policy	$50.00
$25,000 Errors & Omissions Policy	$60.00
$30,000 Errors & Omissions Policy	$70.00
$50,000 Errors & Omissions Policy	$120.00
$100,000 Errors & Omissions Policy	$240.00

Notary Public E&O Insurance only covers your actions as a Notary Public. It does not provide protection for additional duties while acting as a Signing Agent.
Policies are underwritten by Western Surety Company, Jack Diestelhorst, A068326.

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