

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 new notary stamp.

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.

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> | Rectangular Self-Inking Stamp | \$23.00 |
| | \$58.00* | | \$60.00* | Display Sign | \$15.00 |
| | | | | Florida Notary Handbook | \$12.75 |
| | | | | Notary Public Record Book | \$12.00 |
| | | | | | \$97.75* |

*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.

\$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



- Silver Red Blue Black (Default)
 Fuchsia White Green & Blue Blue & Pink

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



| 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)** | | \$97.75 | \$2.99 | |
| 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 |
| Total | | | | |

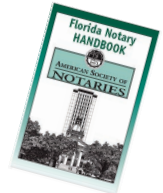
** Select color above.

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 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

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.

\$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



SHIPPING INFORMATION

- Home Business Other Address:

Business Name (if applicable) _____

Street Address/PO Box _____

City _____ State _____ Zip _____

PAYMENT INFORMATION

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

Expires Name on Card _____ Cardholder's Signature _____

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

Email Address _____ Daytime Number _____ (By providing your email address on the order form, you are opting in to receive emails such as order statuses, renewal reminders, law updates and other notary related information.) (XXX) XXX-XXXX

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

Serving Florida Notaries Since 1949 ■ www.TroyFain.com



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.