



# THE NOTARY VIEW



## Greetings Florida Notaries,

In 1996, the Notary Section answered over 10,000 telephone calls. Because many of our callers ask the same questions, we are devoting this issue of *The Notary View* to the topics of frequent interest.

For example, we continue to receive questions every day about the basic notarial acts — administering oaths and taking acknowledgments, as well



as questions regarding financial interest and notarizing for family members. And, amazingly, about 20 percent of the phone calls are questions about performing marriage ceremonies. In this issue is everything you need to know, and more, about this

important duty.

This newsletter is for your benefit, and we are anxious to meet your needs. If you have a subject you would like to see in the newsletter, please write to us and give us your suggestions.

*Lawton Chiles*  
GOVERNOR LAWTON CHILES

## BACK TO BASICS

Florida notaries are empowered to perform several essential acts. Here are the basics.

### Administer oaths and take acknowledgments

These two most common duties of a notary public are frequently misunderstood and are usually referred to as “notarizing a signature.” Many notaries mistakenly believe that their main function is to witness signatures and to verify the identity of a document signer. While those are important requirements in the act of notarization, your main duty as a notary is to administer an oath to the signer or take the acknowledgment of the signer.

To administer an oath means that you ask the person to make a solemn statement under the penalties of perjury that the information contained in the document is true.

*“Do you swear (affirm) that the information contained in this document is true?”*

The oath should be verbalized and you are required to make a written record of the oath called a jurat or a notarial certificate.

To take an acknowledgment means that you ask the signer if he or she understands the document and signed voluntarily.

*“Do you understand this document and acknowledge that you have signed this document of your own free will?”*

You should ensure that the person is willing and competent to sign the document, and then make a record of the acknowledgment by completing the notarial certificate.

### Make Attested Photocopies

As a notary, you are also allowed to make photocopies of certain documents and attest to the trueness of the

copies. However, several conditions apply:

- ✓ you must have the original document from which to make the copy;
- ✓ you may not make an attested photocopy of a public record, if a certified copy of the document can

*See BASICS on page 2*

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# FINANCIAL INTEREST

Florida law provides that you may not be the notary for a transaction in which you have a financial interest. That means if you are deriving a financial benefit from the transaction, you are prohibited from notarizing signatures to complete that transaction. For instance, the prohibition would apply if you are earning a commission on a sale. Generally, the owner of the

business (or spouse of the owner) is also eliminated from being the notary for his or her business transactions.

The law also prohibits you from notarizing if you are a party to the transaction. For example, if you are the buyer or seller, you may not be the notary also.

A good rule of thumb: If you have to ask if you have a financial interest in the transaction, you probably do!

## BASICS *from page 1*

- be obtained from the official source;
- ✓ you must make or supervise the making of the photocopy; and
- ✓ you must complete a notarial certificate in the form prescribed by law.

### *Solemnize Marriage*

Florida notaries are also authorized to perform marriage ceremonies. For all the details, see pages 3-6.

### *Verify a VIN*

Another duty designated to notaries and certain law enforcement officers is the verification of vehicle identification numbers. This requires a physical inspection of the vehicle and a written certification of the VIN on a Division of Motor Vehicles form.

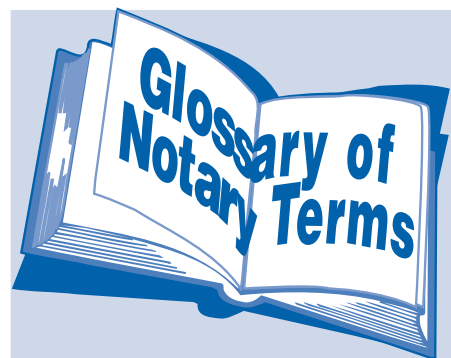
### *Certify the Contents of a Safe-Deposit Box*

This less common duty requires you to be present at the opening of a safe-deposit box when the rent is past due and the financial institution has met the specific requirements of law. You are required to witness the opening of the box, then make a certificate listing the contents of the box.

Although most notaries only administer oaths and take acknowledgments, you should be knowledgeable of all your responsibilities. For more specific information on any of your duties as a notary public, please request educational materials from the Governor's Notary Section in writing.

## NOTARY LAW REVISION

The notary law may be revised during the 1997 Legislative Session. Watch for updates in the next issue of *The Notary View*.



**Attest:** To bear witness to or to certify.

**Certified Copy:** A copy of a document or record, signed and certified as a true copy by the public official who has custody of the original record. A notary may make an "attested photocopy," but not a certified copy. A certified copy is not the same as an original document.

**Custodian of the Document:** The person who has charge or custody of the document. When making an attested photocopy, the "document's custodian" is the person presenting the document, who may or may not be the document signer.

**Florida Statutes:** Legislatively enacted laws which govern our state, as opposed to court-decided or unwritten common laws.

**Litigation:** A lawsuit or legal action.

**Notarial Act:** The official acts of a notary public — administering an oath, taking an acknowledgment, attesting to photocopies, or any other act authorized by law.

**Oath:** Any form of attestation or pledge by which a person signifies that he or she is bound in conscience and out of a sense of responsibility to a Supreme Being to the truthfulness of some statement. Willfully swearing to untrue statements constitutes perjury.

## THE NOTARY VIEW

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*This newsletter has been prepared to educate Florida notaries public about the laws governing their duties and is not intended as legal advice. For additional information or for difficult situations, it may be advisable for you or your customer to seek the advice of a licensed attorney.*

# NOTARY "I DO'S AND DON'TS" OF MARRIAGE

One of the most interesting, and somewhat unusual, duties of a Florida notary public is to perform marriage ceremonies. The law giving notaries the authority "to solemnize the rites of matrimony" was enacted in 1861.

Because Spring and Summer are popular seasons for weddings, we are taking this opportunity to provide all the "I do's and don'ts" you need to know.

## General Procedure

- The couple must obtain a valid

Florida marriage license from a county court judge or clerk of the circuit court and present it to you before the marriage ceremony. You should check the expiration date of the license to ensure that the license is valid. You should also require identification if the bride and groom are not personally known.

- You then perform the marriage ceremony. An example of a simple, civil ceremony is printed below. It

may be personalized, and the bride and groom may even exchange their own vows. But, the couple's vows must reflect their intentions to make a legally binding commitment to each other.

- You are responsible for completing a certificate on the appropriate portion of the marriage record and returning it to the office that issued the license within 10 days after solemnizing the marriage.

## Ejemplo de Ceremonia

El notario formula, "Amados, estamos reunidos hoy (ó, esta noche) aquí para unir a este hombre y esta mujer en (ó, sagrado) matrimonio."

### Cambio de votos

El notario le pregunta al hombre, "¿(Nombre del novio), tome uste a esta mujer para ser su esposa, para vivir juntos en (sagrado) matrimonio, para amarla, honorarla, consolarla y cuidarla, en salud y en enfermedad, y abandonar todos los otros durante el tiempo en que duren sus vidas?"

El hombre repuesta, "Sí, quiero."

El notario le pregunta a la mujer, "¿(Nombre de la novia), tome uste a este hombre para ser su esposo, para vivir juntos en (sagrado) matrimonio, para amarlo, honorarlo, consolarlo y cuidarlo, en salud y en enfermedad, y abandonar todos los otros durante el tiempo en que duren sus vidas?"

La mujer repuesta, "Sí, quiero."

El notario formula, "Repitan después de mí."

Al hombre, "Yo, (su nombre), te tomo a tí (el nombre de la novia), para ser mi esposa, para tenerte y protegerte desde este día en adelante, para bien y para mal, en prosperidad y en pobreza, en salud y en enfermedad, para amarte y cuidarte hasta que la muerte nos separe."

A la mujer, "Yo, (su nombre), te tomo a tí (el nombre del novio), para ser mi esposo, para tenerte y protegerte desde este día en adelante, para bien y para mal, en prosperidad y en pobreza, en salud y en enfermedad, para amarte y cuidarte hasta que la muerte nos separe."

### Intercambio de alianzas (anillos)

El notario le pide al hombre que ponga la alianza en el dedo de la mujer y que repite lo siguiente, "Yo te doy esta alianza como señal y promesa de nuestro constante amor duradero y fidelidad duradera." (El notario repite lo mismo para la mujer.)

### Declaracion

El notario pide a la pareja que junten sus manos y declara, "En virtud y autoridad concedidas a mí por las leyes del estado de la Florida, los declaro ahora esposo y esposa. La novia y el novio se pueden besarse."



## Sample Ceremony

Notary states, "Dearly beloved, we are gathered here today (tonight) to join this man and this woman in (holy) matrimony."

### Exchange of Vows

Notary asks the man, "(his name), do you take this woman to be your wife, to live together in (holy) matrimony, to love, honor, comfort her and keep her in sickness and in health, and forsaking all others, for as long as you both shall live?"

Man answers, "I do."

Notary asks the woman, "(her name), do you take this man to be your husband, to live together in (holy) matrimony, to love, honor, comfort him and keep him in sickness and in health, and forsaking all others, for as long as you both shall live?"

Woman answers, "I do."

Notary states, "Repeat after me:"

To the man: "I, (his name), take you (her name), to be my wife, to have and to hold from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, till death do us part."

To the woman: "I, (her name), take you (his name), to be my husband, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love and to cherish, till death do us part."

### Exchange of Rings

Notary asks the man to place the ring on the woman's finger and to repeat the following, "I give you this ring as a token and pledge of our constant faith and abiding love." (Repeat the same for the woman.)

### Pronouncement

Notary asks the couple to join hands, then declares, "By virtue of the authority vested in me under the laws of the State of Florida, I now pronounce you husband and wife. The bride and groom may now kiss."

# MARRIAGE



**Q** *My son's wedding in May will be performed by a notary public. Is a marriage ceremony performed by a notary public of the State of Florida "legal and binding"?*

**A** There are many factors which determine the validity of a marriage. Assuming, though, that the Florida notary public is duly appointed and commissioned at the time of the ceremony, that both the bride and the groom are qualified to be joined in marriage, that the couple have obtained the required marriage license, and that the marriage ceremony is performed in Florida, the marriage would be "legal and binding." Florida law will presume a marriage to be legal until otherwise shown.

**Q** *Is a Florida notary public authorized to perform a marriage ceremony outside the state, or may a notary from another state perform a marriage ceremony in Florida?*

**A** Florida is one of only three states (the other two are South Carolina and Maine) who authorize their notaries public to "solemnize the rites of matrimony." The Florida notary may perform a marriage ceremony providing the couple first obtain a marriage license from an authorized Florida official and may only perform such ceremony within the geographical boundaries of Florida. Thus, a Florida notary may not perform a marriage ceremony in another state. Additionally, a notary from another state, including South Carolina and Maine, may not

perform a marriage ceremony in Florida. And, a Florida notary may not marry a couple who has obtained a marriage license from another state.

**Q** *May I perform the marriage ceremony for a member of my family, specifically my daughter?*

**A** Yes. You may perform a marriage ceremony for a person who is related by blood or marriage. The prohibition against notarizing the signature of a spouse, son, daughter, mother, or father does not apply because you are not notarizing the signature of the bride and groom. You are only certifying that the couple have been joined in marriage according to the laws of the State of Florida. *See Attorney General Opinion, 91-70 (1991).*

**Q** *My fiancé and I would like to have a special friend who lives in another state come to Florida to perform our marriage ceremony. Would that be acceptable if we have a notary public witness the ceremony and sign the license?*

**A** No. Florida law provides that only certain officials are authorized to solemnize marriage. Your friend may participate in the ceremony, for instance, by providing an inspirational message or prayer, but the vows and pronouncement should be done by an official authorized to solemnize marriage.

**Q** *What officials are authorized in Florida to perform a marriage ceremony?*

**A** Section 741.07, F.S., provides that the following persons are authorized to solemnize matrimony:

- State judicial officers (judges)
  - Retired state judicial officers
  - Federal judges serving in a court with jurisdiction over a part of this state
  - Clerks and Deputy Clerks of the Circuit Court
  - Regularly ordained ministers of the Gospel, elders, or other ordained clergy, if in good standing with his or her affiliate church or denomination
  - Notaries Public
  - Designated members of the Society of Friends (Quakers)
- Officials Not Authorized to Perform Marriage*

- State Attorneys
  - Judges of Compensation Claims
  - Administrative Law Judges
- Persons in these positions are not judicial officers of this state.

**Q** *When "solemnizing the rites of matrimony," is it acceptable for the notary public to complete the marriage certificate without actually performing a marriage ceremony?*

**A** No. Completing the marriage certificate portion of the marriage record is not the same act as performing the marriage ceremony. Actually, the certificate is your way of certifying that you performed the ceremony. You should not falsely certify that a ceremony was performed when, in fact, one was not.

The ceremony does not have to be in any particular form. Any form of ceremony to solemnize a marriage that the parties choose ordinarily suffices, so long as there is an agreement by words of present assent. The words used or the ceremony performed are mere evidence of a present intention and agreement of the parties. A marriage ceremony is usually performed for the sake of notoriety and certainty and must be conducted by a person authorized by law to perform the ceremony.

**Q** *Is a notary public permitted to perform a marriage ceremony for two persons of the same sex?*

**A** No. Florida law prohibits same-sex marriages. A notary public or other authorized person may not perform a marriage ceremony without a marriage license issued in accordance with the requirements set forth in Chapter 741 of the Florida Statutes. The law provides that a marriage license may not be issued unless:

- both parties sign an affidavit reciting their true and correct ages,
- both parties meet the age requirement or comply with the special provisions set forth for those individuals under the age of 18 years, and
- one party is male and the other party is female.

Thus, Florida notaries may not perform a marriage ceremony for two persons of the same sex. If you choose to participate in an unofficial ceremony "uniting" two persons of the same sex, you must not do so in your official capacity as a notary public of the State of Florida.

**Q** *What fee may I charge when performing a marriage ceremony?*

**A** The law provides that you may charge the same fee for solemnizing matrimony as the clerks of the circuit court charge for the same service. That fee is set by law and is currently \$20.

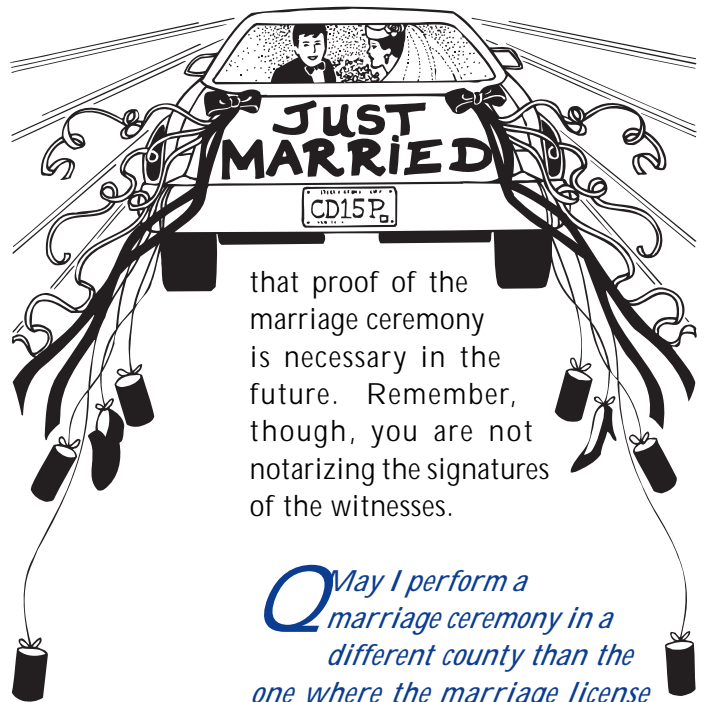
Many notaries provide additional services related to the wedding, such as flowers, reception, photographer, etc., and have a right to be compensated for these services. If you charge for extras, we recommend that you provide your customers with an itemized list of charges before the wedding ceremony in order to prevent any misunderstanding about your fees.

**Q** *I recently read educational materials from an organization which stated that, as a notary public, I am not allowed to refuse to perform notarial services when asked. Must I solemnize marriage if I have a religious conviction against doing so?*

**A** No. You have the right to refuse to perform notary services for any number of reasons, including your own religious convictions. Of course, you should never exercise your authority in a discriminatory manner.

**Q** *Are witnesses required to sign the marriage certificate?*

**A** Although the marriage certificate has spaces for two witnesses to sign, witnesses are not specifically required by law. However, it is recommended that two witnesses, other than the notary, sign the marriage certificate in the event



that proof of the marriage ceremony is necessary in the future. Remember, though, you are not notarizing the signatures of the witnesses.

**Q** *May I perform a marriage ceremony in a different county than the one where the marriage license was issued?*

**A** Yes. A Florida marriage license is good in any county in Florida. However, after the marriage is solemnized, the license must be returned to the county that issued it for recording.

**Q** *May I perform a marriage ceremony while aboard a ship?*

**A** Yes — as long as the ship is in Florida waters at the time of the ceremony. The legal definition of "Florida waters" is somewhat complex, but is generally stated as three geographic miles from the coastline seaward on the Atlantic Ocean and nine geographic miles from the coastline seaward on the Gulf of Mexico. Determining the actual location of the ship is best left to the captain or someone qualified to make that judgment.

Many cruise ships prefer to conduct marriage ceremonies while safely docked in a Florida port. Then, the wedding party enjoys celebrating after the ship sails. Whether on a cruise ship or a private vessel, you should ensure that you are in Florida waters at the time of the marriage ceremony.

# COMPLETING THE MARRIAGE RECORD



The following Marriage Record was obtained in Leon County, but all counties in Florida use the same form. The Marriage Record contains three sections:

(1) *Application to Marry* — This information is completed by the bride and groom when they apply for a marriage license. Notice that they must swear to the issuing official that the information provided is true.

(2) *License to Marry* — This section is the authorization for the couple to be married and contains official information maintained by the Clerk's Office. This section also includes the expiration date of the license.

(3) *Certificate of Marriage* — The required information in spaces 21-22d must be completed by the person performing the ceremony — the notary public. You will certify the date and location of the marriage; and your signature, name, title, and address as the person performing the ceremony. Your notary seal must also be affixed in this area. Because of the limited space, you should decide where to affix your seal before you fill out the requested information. Witnesses are optional, and if included, they should sign in spaces 23-24.

After the Certificate is completed, you are required to return the Marriage Record to the official who issued it within 10 days after the ceremony. Most clerk's offices provide written instructions and a self-

addressed envelope to accommodate this task. After the Marriage Record is recorded, the Clerk's Office will mail a certified copy to the couple.

If you or your customers have

additional questions about the Marriage Record or the procedure to apply for a marriage license, please contact the Clerk of the Circuit Court, Marriage Division, in your county.

| FLORIDA BUSINESS FORM, INC.<br>TALLAHASSEE, FL 32309-2001   |   |  |   |   |  |
|---|---|--|---|---|--|
| MARRIAGE RECORD<br>FLORIDA  |   |  |   |   |  |
| APPLICATION NO. _____   |   |  |   |   |  |
| GROOM<br>DATA   | 1. GROOM'S NAME (Print Male Last)   | 2. DATE OF BIRTH (month, day, year)          |   |   |  |
|   |   | 3a. RESIDENCE - CITY, TOWN, OR LOCATION      | 3b. COUNTY  | 3c. STATE                                     | 3d. ZIP/POSTAL CODE (State or Foreign Country) |
| BRIDE<br>DATA   | 4a. BRIDE'S NAME (Print Male Last)  | 5. DATE OF BIRTH (month, day, year)          |   |   |  |
|   |   | 4b. RESIDENCE - CITY, TOWN, OR LOCATION      | 4c. COUNTY  | 4d. STATE                                     | 4e. ZIP/POSTAL CODE (State or Foreign Country) |
| AFFIDAVIT<br>OF BRIDE<br>AND GROOM  | WE, THE APPLICANTS NAMED IN THIS CERTIFICATE, EACH FOR HIMSELF, STATE THAT THE INFORMATION PROVIDED ON THIS RECORD IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF. THAT NO LEGAL OBJECTION TO THE MARRIAGE AND THE ISSUANCE OF A LICENSE TO AUTHORIZE THAT MARRIAGE EXISTS AND AFFIRM WITH A TRUE LICENSE TO MARRY. |  |   |   |  |
|   | 6. GROOM'S SIGNATURE (Sign full name)   | 7. BRIDE'S SIGNATURE (Sign full name)        |   |   |  |
|   | 8. I, SUBSCRIBE AND SWORN TO BEFORE ME ON   | 9. TITLE OF ISSUING OFFICIAL<br>Deputy Clerk | 10. SUBSCRIBER AND SWORN TO BEFORE ME ON                    | 11. TITLE OF ISSUING OFFICIAL<br>Deputy Clerk |  |
| 12. SIGNATURE OF ISSUING OFFICIAL   |   |  |   |   |  |
| D.C. By: D.C.   |   |  |   |   |  |
| LICENSE<br>TO<br>MARRY  | 13. DATE LICENSE ISSUED   |  | 14. EXPIRATION DATE   |   |  |
|   | 15. THIS LICENSE MUST BE USED ON OR BEFORE THE ABOVE EXPIRATION DATE IN THE STATE OF FLORIDA, IN ORDER TO BE RECORDED AND VALID.  |  |   |   |  |
| RECORDED  | 16. SIGNATURE OF PERSON ISSUING LICENSE   | 17. BY                                       | 18. NAME OF PERSON PERFORMING CEREMONY (TYPE OR PRINT)      |   |  |
|   | 19. TITLE<br>Clerk of Circuit Court   | 20. COUNTY<br>LEON                           | 21. ADDRESS   |   |  |
| GROOM   | 22. DATE RETURNED   | 23. RECORDED IN                              | 24. SIGNATURE OF WITNESS TO CEREMONY                        |   |  |
|   | 25. CLERK OF COURT<br>DAVE LANG, Clerk  | 26. BOOK PAGE                                | 27. SIGNATURE OF WITNESS TO CEREMONY                        |   |  |
| INFORMATION BELOW WILL NOT APPEAR ON CERTIFICATION ISSUED BY VITAL STATISTICS, EXCEPT UPON REQUEST. |   |  |   |   |  |
| GROOM   | 28. RACE  | 29. NUMBER OF THIS MARRIAGE                  | 30. LAST MARRIAGE ISSUED BY (SPOUSE DECEASED OR ANNULLMENT) | 31. DATE LAST MARRIAGE ISSUED                 |  |
|   | 32. RACE  | 33. NUMBER OF THIS MARRIAGE                  | 34. LAST MARRIAGE ISSUED BY (SPOUSE DECEASED OR ANNULLMENT) | 35. DATE LAST MARRIAGE ISSUED                 |  |

Old notaries never die . . . they just refuse to acknowledge it!

# REVISED POA FOR EXPORTS

The U.S. Customs Service in Miami has announced updated guidelines for exporting vehicles. Included in their Information Bulletin No. 96-40 is a suggested Export Power of Attorney form. This form is used when the owner/purchaser authorizes an agent to export the vehicle on his behalf. The notary should ensure that the form is complete before notarization, including the date, the name of the attorney-in-fact, the vehicle identification information, and the signature, name and home address of the owner and co-owner. The notary must also complete the notarial certificate with all the required information.

Over the past two years, the Governor's Notary Section has disciplined and educated hundreds of notaries because of notary violations on power of attorney forms used in the export process. The most common violation is leaving the attorney-in-fact blank. When questioned, notaries tell us that, at the time the power of attorney form is signed and notarized, the export company does not know

who will actually deliver the vehicle to the port for exportation. However, because Florida law prohibits a notary from notarizing when the document is incomplete, an attorney-in-fact must be designated before the form is signed and notarized.

Other repeated violations include not completing the notarial certificate and not specifying the type of identification relied upon in identifying the owner. We also found that, in many instances, the owner was not present when his signature was notarized. Most of the violations have resulted in formal reprimands and education, but many notaries have lost their commission as a result of their violation of the notary law. With the use of the new form and the new procedures implemented by the Customs Service, we hope to see a decrease in the number of complaints in our office.

*To obtain the Export Power of Attorney form or for information on exporting a vehicle, contact the U.S. Customs Service in Miami at (305) 530-6090.*

## Notary Scrambles



*The words below are related to your duties as a notary public. Unscramble each of the words, first. Then, arrange the letters in the blocks to reveal the solution suggested by the cartoon.*

egmriraa      \_ \_ O \_ \_ O \_ \_

ytpelan      \_ \_ O \_ \_ \_ \_

erytus      \_ \_ \_ O \_ \_

tsodinoepi    O \_ \_ \_ \_ \_ \_ O \_ \_

olrtaina      \_ O \_ \_ \_ O \_ \_

oiaehzlrt      \_ \_ O \_ \_ \_ \_ O \_

**OLD NOTARIES NEVER DIE,  
THEY JUST**

OO "OOO - OOOOO" !

SOLUTION ON PAGE 8

## FAMILY TIES

Florida law prohibits a notary from notarizing the signature of certain family members: spouse, son, daughter, mother, father [Section 117.05(6)(d), F.S.]. The law, though, is silent about other family members such as brothers, sisters, grandparents, in-laws, and step relations. As a general rule, the Governor's Notary Section recommends that you do not notarize for any family member for good reason.

Remember, a notary public should be a disinterested (neutral, impartial, unbiased) party who performs the required notarial act. Think about it this

way. If you notarized the signature of your brother, your step-father, or your mother-in-law on a document which later was involved in a legal dispute, would the Court consider you an impartial witness if you were called to testify? Probably not.

Additionally, the financial interests of family members are often unavoidably intertwined. For example, a young man recently notarized the signature of his grandfather on his will. The notary-grandson was not named as a beneficiary in the will; however, the notary's father was the main heir of the estate. Unfortunately, the notary's father died suddenly followed by the grandfather's

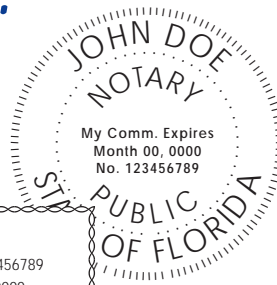
death a few months later. As a result, the notary-grandson was to inherit the father's and the grandfather's estate. Because the grandson was the notary on the grandfather's will, the will is now being contested by other members of the family. This legal dispute may have been avoided if the notary had been entirely neutral.

Sometimes family members will put you in an awkward position when they ask or expect you to "bend" the notary law to accommodate their requests. These difficult situations can be avoided and "family ties" preserved if you decide now that you will not notarize for members of your family or your spouse's family.

# WHERE'S MY SEAL?

"I just received my notary commission in the mail—but that's all — where's my seal?" This is a typical phone call everyday in the Notary Section.

The State does not furnish notary seals. Normally, when you apply for appointment as a notary public, you pay your bonding agency one price for everything: the State fees, the bond, and the notary seal. So, if your seal did not come in the mail with your commission, be patient. It usually takes a few days for the bonding company to make up the rubber stamp seal and forward to you. If it has been more than a week, call your bonding company—not the State.



**NOTE:** Because renewal commissions may be issued several weeks in advance of the expiration of your current notary commission, be careful not to use your new notary seal until the first day of your new commission. Check your commission certificate for the correct date. You should also destroy your expired notary seal.

## UPDATE YOUR ADDRESS . . .

If your home or business address or either telephone number has changed, you are required by law to immediately submit the changes in writing to:

**Department of State  
Bureau of Notaries Public  
1801 Capitol  
Tallahassee, FL 32399-0250**

**Notary Scrambles Solution**  
 marriage penalty  
 deposit surety  
 notarial authorization  
 Old notaries never die,  
 they just do not-arize!

*If you are unsure about your duties as a notary public, contact our office for educational materials.*

<http://www.eog.state.fl.us>



Office of the Governor  
 209 The Capitol  
 Tallahassee, Florida 32399-0001  
 (904) 922-6400

**THE NOTARY VIEW**

BULK RATE  
 U.S. POSTAGE  
**PAID**  
 JACKSONVILLE, FL  
 PERMIT NO. 1176