



THE NOTARY VIEW



DON'T NOTARIZE PHOTOGRAPHS

Occasionally, you may be asked to “notarize” a photograph. Please be aware that certifying or notarizing photographs is not an authorized notarial act under Florida law.

You may, however, notarize a person’s signature on a written statement concerning the photograph. For example, if John Doe wants to certify that the person in a particular photograph is John Doe, he could sign a sworn written statement stating that the photograph is John Doe. You could then notarize his signature on that statement in the same way that you notarize any sworn written statement. His statement could be

(Continued on back page)

UNNOTARIZED OATHS

In a recent case, the Florida Supreme Court addressed the issue of “unnotarized oaths.” *State v. Shearer*, No. 81,912 (Fla. December 2, 1993). This case may significantly affect the role of notaries in Florida because it recognized an acceptable alternative oath that may be used for verified or sworn written documents. A person using the alternative oath would not need the services of a notary public or other official authorized to administer oaths.

The alternative method of making verified (or sworn) documents is set forth in section 92.525, Florida Statutes, and provides that a signed written declaration can substitute for a notarized oath if it contains the following language: “Under penalties of perjury, I declare that I have read the foregoing [document] and that the facts stated in it are true.” The written

declaration must be printed or typed at the end of or immediately below the document being verified and above the signature of the person making the declaration. By signing a document with that language, a person can make a sworn written statement without having it notarized.

The Court noted that because the oath starts with the words, “Under penalties of perjury,” a person who falsely signs such an oath could be convicted of perjury, just as one who signs and falsely swears to a document before a notary public or other official authorized to administer oaths. For this reason, the Court concluded that the alternative oath was acceptable for the purpose of filing a motion required to be sworn to by the court rules.

The alternative oath was enacted by the Legislature in 1986 but has not gained much popularity. Perhaps, the *Shearer* case will cause an increased usage of “unnotarized oaths.”

two less common types of notarial acts—attesting to photocopies and performing marriage ceremonies. Therefore, this newsletter addresses both of these topics. Additionally, this important issue contains a complete reprint of chapter 117, Florida Statutes, the notary public law as revised on April, 22, 1993. You may want to keep this issue for a handy reference when questions



Governor, Lawton Chiles

We hope that you are benefitting from the information in our newsletters. In our past two issues, we emphasized the two most commonly performed notarial acts—taking acknowledgments and administering oaths. Judging from the telephone calls and letters that our office has been receiving, it appears that many notaries also need information about

ATTESTED PHOTOCOPIES

In Florida, notaries are authorized to attest to the trueness of certain photocopied documents. Although commonly known as certified photocopies, the notary law refers to these documents as attested photocopies. A notary public can make attested photocopies if the following criteria are satisfied.

- (1) The document must be an *original* document. A notary public cannot make an attested photocopy from a photocopy.
- (2) The document cannot be a public record, certified copies of which are available from another public official. If the person requesting the attested photocopy can obtain a certified copy from another public official, then the notary public should decline the request.
- (3) The making of the photocopy must be supervised by the notary public. It is not sufficient for the notary public to compare the photocopy with the original document. The notary public must actually make the photocopy or supervise another person while he or she makes the photocopy.

After making (or supervising the making of) the photocopy, the notary should complete a notarial certificate in substantially the following form:

STATE OF FLORIDA
COUNTY OF _____

On this _____ day of _____, 19__, I attest that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me of _(DESCRIPTION OF DOCUMENT)_ presented to me by the document's custodian, _____, and, to the best of my knowledge, that the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary public.

Notary Signature

(SEAL)

PRINT, TYPE OR STAMP NAME OF NOTARY

This notarial certificate should be typed, stamped or written on the front or back of the photocopy or may be attached as a separate page.

One of the most often asked questions concerning attested photocopies is whether a particular document is a public record, certified copies of which are available from another public official. Notaries must make a determination about this question before attesting to the trueness of any photocopy. The following documents are examples of public records, copies of which cannot be attested to by a notary:

- Birth Certificate
- Marriage Certificate
- Death Certificate
- Documents filed in a court proceeding
- Documents recorded by the Clerk of the Court
- Public records maintained in government offices
- Student records kept in public education offices

This is not a complete list of public records. If the document is issued by a government entity, the notary should contact that entity to determine whether a certified copy is available. If one is available, then the notary public must decline to make an attested photocopy. Additionally, the notary should ask the person if the document has been filed in a court proceeding or in the official records at the courthouse.

The following documents can be photocopied (if not officially filed or recorded) and attested by a notary because certified copies cannot be obtained by another public official:

- Florida driver's license
- Florida vehicle title
- Social Security card
- Diploma
- Medical record
- Passport
- Bill of Sale
- Contracts

FLORIDA STATUTES CHAPTER 117

(History Omitted)

NOTARIES PUBLIC

As Revised on April 22, 1993

- 117.01 Appointment, application, suspension, revocation, application fee, bond, and oath.
- 117.03 Administration of oaths.
- 117.04 Marriages; acknowledgments.
- 117.05 Use of notary commission; unlawful use; notary fee; seal; duties; employer liability; name change; advertising; photocopies; penalties.
- 117.06 Validity of acts prior to April 1, 1903.
- 117.10 Law enforcement officers and correctional officers.
- 117.103 Certification of notary's authority by Secretary of State.
- 117.105 False or fraudulent acknowledgments; penalty.
- 117.107 Prohibited acts.
- 117.108 Validity of acts, seals, and certificates prior to January 1, 1995.

117.01 Appointment, application, suspension, revocation, application fee, bond, and oath.—

(1) The Governor may appoint for a term of 4 years as many notaries public as he deems necessary, each of whom shall be at least 18 years of age and a legal resident of the state. A permanent resident alien may apply and be appointed and shall file with his application a recorded Declaration of Domicile. The residence required for appointment must be maintained throughout the term of appointment.

(2) The application for appointment shall be signed and sworn to by the applicant and shall be accompanied by a fee of \$25, together with a surcharge of \$4, which \$4 is appropriated to the Executive Office of the Governor to be used to educate and assist notaries public. The oath of office and notary bond required by this section shall also accompany the application and shall be in a form prescribed by the Department of State which shall require, but not be limited to, the following information: full name, residence address and telephone number, business address and telephone number, date of birth, race, sex, social security number, citizenship status, driver's license number or the number of other official state-issued identification, affidavit of good character from someone unrelated to the applicant who has known the applicant for 1 year or more, a list of all professional licenses and commissions issued by the state during the previous 10 years and a statement as to whether or not the applicant has had such license or commission revoked or suspended, and a statement as to whether or not the applicant has been convicted of a felony, and, if there has been a conviction, a statement of the nature of the felony and restoration of civil rights. The applicant may not use a fictitious or assumed name other than a nickname on an application for commission. The application shall be maintained by the Department of State for the full term of a notary commission. A notary public shall notify, in writing, the Department of State of any change in his business address, home telephone number, business telephone number, home address, or criminal record within 60 days after such change. The Governor may require any other information he deems necessary for determining whether an applicant is eligible for a notary public commission. Each applicant must swear on the application that the information on the application is true and correct to the best of his

knowledge.

(3) As part of the oath, the applicant must swear that he has read this chapter and knows the duties, responsibilities, limitations, and powers of a notary public.

(4) The Governor may suspend a notary public for any of the grounds provided in s. 7, Art. IV of the State Constitution. Grounds constituting malfeasance, misfeasance, or neglect of duty include, but are not limited to, the following:

- (a) A material false statement on the application.
- (b) A complaint found to have merit by the Governor.
- (c) Failure to cooperate or respond to an investigation by the Governor's office or the Department of State regarding a complaint.
- (d) Official misconduct as defined in s. 839.25.
- (e) False or misleading advertising relating to notary public services.
- (f) Unauthorized practice of law.
- (g) Failure to report a change in business or home address or telephone number within the specified period of time.
- (h) Commission of fraud, misrepresentation, or any intentional violation of this chapter.
- (i) Charging fees in excess of fees authorized by this chapter.
- (j) Failure to maintain the bond required by this section.

(5) If a notary public receives notice from the Department of State that his office has been declared vacant, he shall forthwith mail or deliver to the Secretary of State his notary commission.

(6) No person may be automatically reappointed as a notary public. The application process must be completed regardless of whether an applicant is requesting his first notary commission, a renewal of a commission, or any subsequent commission.

(7)(a) A notary public shall, prior to executing the duties of the office and throughout the term of office, give bond, payable to any individual harmed as a result of a breach of duty by the notary public acting in his official capacity, in the amount of \$5,000, conditioned for the due discharge of his office and shall take an

oath that he will honestly, diligently, and faithfully discharge the duties of a notary public. The bond shall be approved and filed with the Department of State and executed by a surety company for hire duly authorized to transact business in this state. The bond must be approved by the Department of Banking and Finance before issuance of the commission.

(b) Any notary public whose term of appointment extends beyond January 1, 1992, is required to increase the amount of his bond to \$5,000 only upon reappointment on or after January 1, 1992.

(8) Upon payment to any individual harmed as a result of a breach of duty by the notary public, the entity who has issued the bond for the notary public shall notify the Governor of the payment and the circumstances which led to the claim.

¹**Note.**—The word “and” was inserted by the editors.

117.03 Administration of oaths.— A notary public may administer an oath and make a certificate thereof when it is necessary for the execution of any writing or document to be attested, protested, or published under the seal of a notary public. The notary public may not take an acknowledgment of execution in lieu of an oath if an oath is required.

117.04 Marriages; acknowledgments.—A notary public is authorized to solemnize the rites of matrimony and to take the acknowledgments of deeds and other instruments of writing for record, as fully as other officers of this state. For solemnizing the rites of matrimony, the fee of a notary public may not exceed those provided by law to the clerks of the circuit court for like services.

117.05 Use of notary commission; unlawful use; notary fee; seal; duties; employer liability; name change; advertising; photocopies; penalties.—

(1) No person shall obtain or use a notary public commission in other than his legal name, and it is unlawful for a notary public to notarize his own signature. Any person applying for a notary public commission must submit proof of his identity to the Department of State if so requested. Any person who violates the provisions of this subsection is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(2) The fee of a notary public may not exceed \$10 for any one notarial act, except as provided in s. 117.04.

(3)(a) A notary public seal shall be affixed to all notarized documents and shall be of the rubber stamp type and shall include the words “Notary Public-State of Florida.” The seal shall also include the name of the notary public, the date of expiration of the commission of the notary public, and the commission number. The rubber stamp seal must be affixed to the notarized document in photographically reproducible black ink. Every notary public shall print, type, or stamp below his signature his name exactly as commissioned. An impression type seal may be used in addition to the rubber stamp seal, but the rubber stamp seal shall be the official seal for a notary public, and the impression type seal may not be substituted therefor.

(b) Any notary public whose term of appointment extends beyond January 1, 1992, is required to use a rubber stamp type notary public seal only upon reappointment on or after January 1, 1992.

(4) When notarizing a signature, a notary public shall sign and date a notarial certificate or jurat and shall specify which signature is being notarized and that the signer personally appeared before the notary

public at the time of notarization. It is presumed, absent such specific notation by the notary public, that notarization is to all signatures.

(5) A notary public may not notarize a signature on a document unless he personally knows, or has satisfactory evidence, that the person whose signature is to be notarized is the individual who is described in and who is executing the instrument. A notary public shall certify in his certificate of acknowledgment or jurat the type of identification, either based on personal knowledge or other form of identification, upon which the notary public is relying.

(a) For purposes of this subsection, “personally knows” means having an acquaintance, derived from association with the individual, which establishes the individual’s identity with at least a reasonable certainty.

(b) For the purposes of this subsection, “satisfactory evidence” means the absence of any information, evidence, or other circumstances which would lead a reasonable person to believe that the person making the acknowledgment is not the person he claims to be and any one of the following:

1. The sworn written statement of a credible witness personally known to the notary public that the person whose signature is to be notarized is personally known to the witness;

2. The sworn written statement of two credible witnesses whose identities are proven to the notary public upon the presentation of satisfactory evidence that each of the following are true:

a. The person whose signature is to be notarized is the person named in the document;

b. The person whose signature is to be notarized is personally known to the witnesses;

c. That it is the reasonable belief of the witnesses that the circumstances of the person whose signature is to be notarized are such that it would be very difficult or impossible for that person to obtain another form of identification;

d. The person whose signature is to be notarized does not possess any of the identification documents specified in subparagraph 3.; and

e. The witnesses do not have a financial interest in nor are parties to the underlying transaction; or

3. Reasonable reliance on the presentation to the notary public of one of the following forms of identification, if the document is current or has been issued within the past 5 years:

a. An identification card or driver’s license issued by the Department of Highway Safety and Motor Vehicles;

b. A passport issued by the Department of State of the United States; or

c. Reasonable reliance on the presentation of any one of the following forms of identification, if the document is current or has been issued within the past 5 years and bears a serial or other identifying number, and, if the document is a passport, the document is stamped by the United States Immigration and Naturalization Service:

(I) A passport issued by a foreign government;

(II) A driver’s license issued by a territory of the United States or a state other than Florida or by a Canadian or Mexican public agency authorized to issue drivers’ licenses;

(III) An identification card issued by a territory of the United States or state other than Florida;

(IV) An identification card issued by any branch of the armed forces of the United States;

(V) An inmate identification card issued on or after January 1, 1991, by the Department of Corrections for an inmate who is in the custody of the department; or

(VI) An identification card issued by the United States Department of Justice, Immigration, and Naturalization Service.

(6) A notary public may not notarize a signature on a document if:

(a) The person whose signature is being notarized is not in the presence of the notary public at the time the signature is notarized. Any notary public who violates this paragraph is guilty of a civil infraction, punishable by penalty not exceeding \$5,000, and that conduct constitutes malfeasance and misfeasance in the conduct of official duties. It is no defense to the civil infraction specified in this paragraph that the notary public acted without intent to defraud. A notary public who violates this paragraph with the intent to defraud is guilty of violating s. 117.105.

(b) The document is incomplete. However, an endorsement or assignment in blank of a negotiable or nonnegotiable note and the assignment in blank of any instrument given as security for such note is not deemed incomplete.

(c) The notary public actually knows that the person signing the document has been adjudicated mentally incapacitated, and the notarization relates to a right that has been removed pursuant to s. 744.3215(2) or (3), and that the person has not been restored to capacity as a matter of record.

(d) The person whose signature is to be notarized is the spouse, son, daughter, mother, or father of the notary public.

(e) The notary public has a financial interest in or is a party to the underlying transaction; provided, however, a notary public who is an employee may notarize a signature for his employer and his employment is not a financial interest in the transaction nor is he a party to the transaction under this subsection unless he receives a benefit other than his salary and any fee for his services authorized by law. For purposes of this paragraph, a notary public who is an attorney does not have a financial interest in and is not a party to the underlying transaction evidenced by a notarized document if he notarizes a signature on that document for a client for whom he serves as an attorney of record and the attorney has no interest in the document other than a fee paid to him for his legal services and any fee authorized by law for his services as a notary public.

(7) The employer of a notary public shall be liable to the persons involved for all damages proximately caused by the notary's official misconduct, if the notary public was acting within the scope of his employment at the time he engaged in the official misconduct.

(8) Any person who acts as or otherwise willfully impersonates a notary public while not lawfully appointed and commissioned to perform notarial acts is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(9) Any person who unlawfully possesses a notary public official

seal or any papers or copies relating to notarial acts is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(10) Any notary public who knowingly acts as a notary public after his commission has expired is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(11) Any notary public who lawfully changes his name shall forthwith request an amended commission from the Secretary of State and shall send \$25, his current commission, and a notice of change form, obtained from the Secretary of State, which shall include his new name and contain a specimen of his official signature. The Secretary of State shall issue an amended commission to the notary public in the new name. A rider to the notary public's bond must accompany the notice of change form. After requesting an amended commission, the notary public may continue to perform notarial acts in his former name until receipt of the amended commission.

(12) Any notary public who loses or misplaces his notary public seal of office shall forthwith mail or deliver notice of the fact to the Secretary of State.

(13) A notary public who is not an attorney who advertises the services of a notary public in a language other than English, whether by radio, television, signs, pamphlets, newspapers, or other written communication, with the exception of a single desk plaque, shall post or otherwise include with the advertisement a notice in English and in the language used for the advertisement. The notice shall be of a conspicuous size, if in writing, and shall state: "I AM NOT AN ATTORNEY LICENSED TO PRACTICE LAW IN THE STATE OF FLORIDA, AND I MAY NOT GIVE LEGAL ADVICE OR ACCEPT FEES FOR LEGAL ADVICE." If the advertisement is by radio or television, the statement may be modified but must include substantially the same message.

(14) Literal translation of the phrase "Notary Public" into a language other than English is prohibited in an advertisement for notarial services.

(15)(a) A notary public may supervise the making of a photocopy of an original document and attest to the trueness of the copy. A notary public may not supervise the making of a photocopy and may not attest to the trueness of a photocopy of a public record if a copy can be made by another public official.

(b) A notary public must use a certificate in substantially the following form in notarizing an attested copy:

STATE OF FLORIDA
COUNTY OF _____

On this ____ day of ____, 19__, I attest that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me of (description of document) presented to me by the document's custodian, _____, and, to the best of my knowledge, that the photocopied document is neither a public record nor a publicly recordable document, certified copies of which are available from an official source other than a notary public.

FLORIDA STATUTES CHAPTER 117

(Official Notary Signature and Notary Seal)
(Name of Notary Typed, Printed or Stamped)

(16) The following form certificates are sufficient for the purposes indicated, if completed with the information required by this chapter. The specification of forms under this subsection does not preclude the use of other forms.

(a) For an oath or affirmation:

STATE OF FLORIDA
COUNTY OF _____

(Signature of Applicant)

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 19__, by (name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification

Type of Identification Produced _____

(b) For an acknowledgment in an individual capacity:

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 19__, by (name of person acknowledging).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification

Type of Identification Produced _____

(c) For an acknowledgment in a representative capacity:

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 19__, by (name of person) as (type of authority, e.g. officer, trustee, attorney in fact) for (name of party on behalf of whom instrument was executed).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification

Type of Identification Produced _____

117.06 Validity of acts prior to April 1, 1903.—Any and all notarial acts that were done by any notary public in the state prior to April 1, 1903, which would have been valid had not the term of office of the notary public expired, are declared to be valid.

117.10 Law enforcement officers and correctional officers.— Law enforcement officers and correctional officers, as defined in s. 943.10, traffic accident investigation officers, as described in s. 316.640, and traffic infraction enforcement officers as described in s. 318.141, are notaries public when engaged in the performance of official duties. Sections 117.01, 117.04, 117.05, and 117.103 do not apply to the provisions of this section. An officer may not notarize his own signature.

117.103 Certification of notary's authority by Secretary of State.—Upon the receipt of a written request, the notarized document, and a fee of \$10 payable to the Secretary of State, the Secretary of State shall provide a certificate of notarial authority. Documents destined for countries participating in an International Treaty called the Hague Convention require an Apostille, and that requirement shall be determined by the Secretary of State.

117.105 False or fraudulent acknowledgments; penalty.—A notary public who falsely or fraudulently takes an acknowledgment of an instrument as a notary public or who falsely or fraudulently makes a certificate as a notary public or who falsely takes or receives an acknowledgment of the signature on a written instrument is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

117.107 Prohibited acts.—

(1) A notary public may not use a name or initial in signing certificates other than that by which the notary public is commissioned.

(2) A notary public may not acknowledge an instrument in which the notary public's name appears as a party to the transaction.

(3) A notary public may not affix his signature to a blank form of affidavit or certificate of acknowledgment and deliver that form to another person with the intent that it be used as an affidavit or acknowledgment.

(4) A notary public may not take the acknowledgment of or administer an oath to a person whom the notary public actually knows to have been adjudged mentally incapacitated by a court of competent jurisdiction, where the acknowledgment or oath necessitates the exercise of a right that has been removed pursuant to s. 744.3215(2) or (3), and where the person has not been restored to capacity as a matter of record.

(5) A notary public may not take the acknowledgment of a person who is blind until the notary public has read the instrument to such person.

(6) A notary public may not take the acknowledgment of a person who does not speak or understand the English language, unless the nature and effect of the instrument to be notarized is translated into a language which the person does understand.

(7) A notary public may not change anything in a written instrument after it has been signed by anyone.

Note.—The word "who" preceding the word "has" was deleted by the editors.

117.108 Validity of acts, seals, and certificates prior to January 1, 1995.—A notarial act performed, a notarial certificate signed, or a notarial seal used by any notary public before January 1, 1995, which would have been valid under the laws in effect in this state on January 1, 1991, is valid.

WITH THIS RING...

Florida is one of only three states which authorize notaries public to perform marriage ceremonies. The following guidelines should be helpful.

PROCEDURE

- (1) The couple must obtain a valid marriage license from a county court judge or clerk of the circuit court and present it to the notary public at the time of the marriage ceremony.
- (2) The notary public performs 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 binding commitment to each other.
- (3) The notary public is responsible for making a certificate on the appropriate portion of the marriage license and returning it to the office of the county court judge or clerk of the circuit court which issued the license within 10 days after solemnizing the marriage. § 741.08, Fla. Stat. (1993).

ADDITIONAL INFORMATION

A notary public may charge up to \$20 for solemnizing the rites of matrimony. §§ 117.04 & 28.24(29), Fla. Stat. (1993).

A notary public may perform a wedding ceremony for a person who is related to him or her by blood or marriage. The prohibition against notarizing the signature of a spouse, son, daughter, mother, or father does not apply because the notary is not notarizing the signature of the bride and groom, but is only certifying that the couple have been joined in marriage by the

notary according to the laws of the State of Florida. Op. Att'y Gen. Fla. 91-70 (1991).

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, so 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

DON'T NOTARIZE PHOTOGRAPHS

Continued from page 1

made on the back of the photograph or on a separate paper to be attached to the photograph.

Keep in mind that *you* should not certify or attest that the person in the photograph is John Doe. Rather, you should certify that the statement concerning the photograph was signed and sworn to in your presence by John Doe. This is accomplished by using the standard certificate (jurat) provided in the Florida Statutes for oaths. Remember that you should never apply your notary seal to and sign any document without completing a proper notarial certificate.

AS A REMINDER...

If you have changed your home or business address or telephone number, or if your name has changed legally, you must immediately submit these changes in writing to:

***Department of State
Bureau of Notaries Public
401 South Monroe Street
Tallahassee, FL 32399-0250***

If you would like to have previous issues of The Notary View, please specify which issue you need (Winter 1993 or Spring 1993) and send your request in writing to:

***Notary Section
Office of the Governor
209 Capitol
Tallahassee, FL 32399-0001***

THE NOTARY VIEW

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This newsletter is intended to educate and assist notaries public and does not constitute legal advice. Each legal situation requires individual review of the facts and applicable law. Our goal is to provide notaries with knowledge of the law. If the terms of the law do not resolve your question, it may be necessary for you or your client to obtain the advice of private counsel.



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