

**Executive Office of the Governor
Notary Section**

Specifications and Procedures for Registration to Provide Notary Education

Introduction

The Electronic Commerce bill enacted by the Florida Legislature, SB 1334, requires that: “a first-time applicant for a notary commission must submit proof that the applicant has, within one year prior to the application, completed at least three hours of interactive or classroom instruction, including electronic notarization, and covering the duties of the notary public. Courses satisfying this section may be offered by any public or private sector person or entity registered with the Executive Office of the Governor and must include a core curriculum approved by that office.”

Requirements for Registration

Companies wishing to provide notary education must be registered to do business in Florida with the Department of State, Division of Corporations and be in good standing with that agency.

The curriculum must meet the requirements provided by the Executive Office of the Governor. The Certificate of Completion must include a sworn statement signed by the notary applicant and instructor that they have completed three hours of classroom or interactive training.

The course materials must be submitted to the Executive Office of the Governor along with an audio or video recording of the course being conducted.

Your curriculum is subject to review on a yearly basis. If no changes have been made to your curriculum you must submit an affidavit to this effect. However, if you would like to make any changes to your curriculum you are required to submit a new curriculum outline and a new audio or videotape, which will be subject to approval by this office. This documentation is due to the Executive Office of the Governor before the anniversary of your previous approval.

Please submit your curriculum materials to the Executive Office of the Governor for approval. You can mail the materials to:

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

Once your company is registered with the Executive Office of the Governor we will post your company’s name and telephone number on our website for the public to access.

The Governor's Office Notary Section reserves the right to attend any classes offered by your company unannounced; in order to ensure compliance with the Notary Education Statute and the curriculum approved by the Executive Office of the Governor.

Curriculum Requirements

- I. Resources Available to Florida Notaries
 - A. Laws
 - B. Education Materials
 - C. Governor's Notary Section
 - D. Department of State
 - E. Internet

- II. Office of Notary Public
 - A. Notary Public as Public Officer
 - B. Qualifications and Requirements for Appointment
 - C. Appointment and Commission
 - D. Application Process
 - E. Renewal
 - F. Change of Address
 - G. Resignation
 - H. Jurisdiction
 - I. Surety Bond
 - J. Notary Seal
 - K. Notary Fees
 - L. Authentication of Notarized Documents by Secretary of State

- III. Duties of a Notary Public
 - A. Taking Acknowledgements
 - B. Administering Oaths
 - C. Attesting to Photocopies
 - D. Solemnizing Marriage
 - E. Verifying a VIN
 - F. Certifying the Contents of a Safe-Deposit Box
 - G. Prohibited Acts

- IV. Notaries in Special Positions
 - A. Government Employees
 - B. Law Enforcement Officers
 - C. Military Officers

- V. Performing Notarial Acts
 - A. Presence Requirement
 - B. How to Notarize (Step by Step)

- C. Notarial Certificates
 - D. Identification
 - E. Notarizing in Special Circumstances
- VI. Liability and Record Keeping
 - A. Notary and Employer Liability
 - B. Use of a Journal
 - C. Governor's Office Complaint Process
- VII. Special Topics
 - A. Notarizing Wills
 - B. Refusing to Notarize
 - C. Unauthorized Practice of Law
 - D. Advertising your Notary Services
 - E. Notarizing and Acting as a Witness
- VIII. Electronic Notarization
- IX. Certificate of Completion



STATE OF FLORIDA
OFFICE OF THE GOVERNOR
THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

Registration Form
(Please complete and fax to 850-488-9810)

Name of Company as used in Florida: _____

Mailing Address: _____

City, State, Zip code: _____

Phone Number: _____

FAX Line: _____

E-Mail Address: _____

Contact Person: _____

Division of Corporations ID#: _____

CEO of Company: _____

of Years in Business: _____

As a duly authorized officer of the above-named company / organization, I have read and agree to comply with the requirements and curriculum set forth by the Executive Office of the Governor. I understand that approval of this registration request is contingent upon approval of our curriculum and that failure to comply with all applicable requirements can result in revocation of any registration approval.

Signature: _____

Date: _____

Name: _____