



7061 W Commercial Blvd. Ste. 5H
Tamarac, FL 33319
954-977-9905
notary@cynanotary.com

www.cynanotary.com

Woman Owned Small Business (WOSB)
Disadvantaged Business Enterprise (DBE)
Airport Concession DBE (ACDBE)
Minority/Women Business Enterprise (M/WBE)
Small Business Enterprise (SBE)
County Business Enterprise (CBE)

Notary Application Checklist

IMPORTANT!! The Department of State requires your ORIGINAL PAPERWORK.

- The State of Florida no longer accepts notary applications with only initials in the area for the Oath of Office. A signature with a nickname or short name i.e. Joe for Joseph or Rick for Richard is acceptable.
- State WILL NOT accept electronic signatures.
- Please double check your mailing address. Your certificate and stamp will be mail to the address selected in your application. If it is incomplete and the items are lost, we will regretfully have to pass the cost of a new stamp and S&H to you.
- If you are NOT a US Citizen, you must also include a **RECORDED DECLARATION OF DOMICILE**.

NEW NOTARIES: \$98 - State Fee, Bond, Notary Stamp, Notary Commission, S&H

Once you have taken the Notary Course, print out and **sign** your Certificate of Completion.

Mail the following to *Cynanotary at 7061 W Commercial Blvd. Ste. 5H, Tamarac, FL 33319*

COMPLETED & SIGNED ORIGINAL APPLICATION

- SIGNED BOND APPLICATION. Please *do not* date it.
- SIGNED CERTIFICATE OF COMPLETION
- COPY OF THE FRONT AND BACK OF YOUR **VALID** FLORIDA DRIVER'S LICENSE OR FLORIDA ID
- NOTARY INVOICE/ORDER FORM/PAYMENT RECEIPT
- PAYMENT: Credit Card, Check, or Money Order. Make checks and money order payable to **Cynanotary**.

RENEWING NOTARIES: \$98 - State Fee, Bond, Notary Stamp, Notary Commission, S&H

Please mail or deliver the following to *Cynanotary, LLC at 7061 W Commercial Blvd. Ste. 5H, Tamarac, FL 33319*

- COMPLETED & SIGNED ORIGINAL APPLICATION
- SIGNED BOND APPLICATION. Please *do not* date it.
- COPY OF THE FRONT AND BACK OF YOUR **VALID** FLORIDA DRIVER'S LICENSE OR FLORIDA ID
- NOTARY INVOICE/ORDER FORM/PAYMENT RECEIPT
- PAYMENT: Credit Card, Check, or Money Order. Make checks and money order payable to **Cynanotary**.

IMPORTANT! If you answer YES to Questions 5b only, 6, 7 or 8 on the application, you *must* include an additional \$40 in cashier's check or money order for non-refundable processing fee. Your application will be sent to the Governor for his decision.

All returned checks will incur an additional charge of \$30 for Cynanotary Processing Fee.

ORDER FORM

Self-Inking Notary Stamp (circle your choice)



A perfect extra for the office. Select your color:
Black White Grey
Red Green Yellow Blue
Fuchsia Orange Purple

Portable Stamp (circle your choice)



Perfect for On-The-Go
Select your color:
Black White Grey
Red Green Yellow Blue
Fuchsia Orange Purple

Embosser Seal



Produces a perfect raise imprint of your name. We order this with only your name, so it doesn't have to be replaced every 4 years.

Notary ID Badge



Clients have the right to ask for

your ID. This ID includes ONLY your name, commission number and commission expiration date; so that your private information stays private.

RON (Remote Online Notary)

Becoming a Remote Online Notary (RON) allows you to complete notarizations conveniently from the comfort of your home. Remote notarization also allows you to work more efficiently, serve more customers, and reduces your expenses like printing and travel.

4 Year package, only \$130 – includes 2 Hr RON class, 25k E&O, 25k RON Bond

Visit www.cynanotary.com for more information.

Standard Notary Package includes:

- State fee
- \$7500 Notary Bond
- Self-Inking Notary Stamp (choose your case color)
- Commision Certificate

ONLY \$89 (plus S&H)

ITEM	PRICE	7% TAX	TOTAL
Standard Notary Package			
Stamp Case Color _____	\$89.00	N/A	
ERRORS & OMISSION INSURANCE			
\$5,000 4 Year Policy	\$14.00	N/A	
\$10,000 4 Year Policy	\$29.00	N/A	
\$15,000 \$ Year Policy	\$54.00	N/A	
\$25,000 \$ Year Policy	\$60.00	N/A	
\$30,000 \$ Year Policy	\$74.00	N/A	
SUPPLIES			
Extra Rectangular Self-Inking Stamp – Choose Stamp color	\$19.95	+\$1.40	
Portable Notary Stamp – Choose Stamp Color	\$20.95	+\$1.47	
Personalized Notary Embosser	\$35.00	+\$2.45	
Inkless Thumbprint Pad	\$10.00	+\$0.70	
Notary ID Card* (signer has the right to ask for your ID)	\$15.00	+\$1.05	
<i>Notary Bonds and Notary Errors and Omissions are underwritten by RLI Insurance Company.</i>		SUBTOTAL	
<i>If we cannot process your order within 12 months due to lack of information, we are no longer obliged to fulfil your order and payment is non-refundable.</i>		S&H	\$9.00
		TOTAL	

Please make Check or Money Order payable to Cynanotary.
I hereby authorize "Cynanotary" to charge my VISA/MASTERCARD in the amount of \$_____. I agree to pay the total amount by signing below.

Cardholder Name

Full Billing Address

Credit Card #

Expiration Date

CVV

Authorized Signature

Date Signed

Phone Number



PLEASE FILL OUT APPLICATION IN ITS ENTIRETY

NOTARY PUBLIC COMMISSION APPLICATION

Florida Department of State

Notary Commissions and Certifications Section (850) 245-6975

Please mail to:
Cynanotary, LLC
7061 W Commercial Blvd, Ste 5H
Tamarac, FL 33319

PERSONAL INFORMATION

Full 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: _____ Sex: ☐ Male ☐ Female Race: ☐ Asian
(or write "NONE") ☐ Black or African American
Home Phone: _____ ☐ Native American or Alaska Native
(or write "NONE") ☐ White
Business Phone: _____ Extension: _____ ☐ Other: _____
(or write "NONE")

Florida Driver License (or other State of Florida Issued ID): _____ Date of Birth: ____/____/____
(Month/Day/Year)

Social Security Number _____ **MUST INCLUDE**

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 public commission 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 Florida notary public 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).)
- 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: _____
 - b. 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, _____ am unrelated to and have known _____
(Print or Type Name of Affiant) (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: _____ Work Phone: _____
(or write "NONE") (or write "NONE")



(Signature of Affiant) **SIGN HERE**

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.



(Official Signature of Applicant)

SIGN HERE



(Please Date)



(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

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/>:

**STATE OF FLORIDA
BOND OF NOTARY PUBLIC**

FOR OFFICE USE ONLY
Approved by Department of State:

Secretary of State
Notary Commissions

STATE OF FLORIDA

Bond No. **CYN00**

KNOW ALL MEN BY THESE PRESENTS, That we,

_____ as Principal, and
(Name of Applicant)

RLI Insurance Company (309) 692-1000
(Imprint Name of Surety Company) (Telephone Number)
as Surety Company, give bond payable to any 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 and No/100's Dollars (\$ 7,500.00)
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.

PLEASE SIGN HERE

(Signature of Applicant)

Signed and sealed this _____ day of _____.



(Affix Surety Seal)

Barton W. Davis

Attorney in Fact

RLI Insurance Company

(Name of Surety Company)

P.O. Box 3967

Peoria, IL 61612

(Address of Surety Company)

Cynanotary, LLC

(Name of Bonding Agency or Company)

7061 W Commercial Blvd, Ste 5H, Tamarac, FL 33319

(Address of Bonding Agency or Company)

By **X**

(Signature of Florida Licensed Agent)

W442696

(Florida Licensed Agent Number)

Cynthia Alexander

(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 and No/100's Dollars (\$ 7,500.00).
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.**

DS/DE 76 (3/04)

N0900207-50,30



7061 W Commercial Blvd. Ste. 5H
Tamarac, FL 33319
954-977-9905

www.cynanotary.com

Woman-Owned Small Business (WOSB)
Disadvantaged Business Enterprise (DBE)
Airport Concession DBE (ACDBE)
Minority/Women Business Enterprise (M/WBE)
Small Business Enterprise (SBE)
County Business Enterprise (CBE)

Who Protects You?

We all make mistakes, due to distraction, fatigue, or being over-worked. Unfortunately, when you make a mistake as a notary, you are dealing with sensitive and important documents. An error, however unintentional, can cost you a lot of money. Can you afford a costly lawsuit because you made a small mistake during a notarization?

Consider notary insurance as a smart investment. Don't put your business or personal assets at risk. For pennies a day you can be protected against financial loss and gain peace of mind.

Did you know? The Notary Bond Protects the Public.

Errors & Omissions Insurance Protects You!

ERRORS & OMISSION INSURANCE

is Affordable. Make Sure You Are Covered!

Premium covers you for 4 years

\$5,000 E&O - \$14.00

\$10,000 E&O - \$29.00

\$15,000 E&O - \$54.00

\$20,000 E&O - \$61.00

\$25,000 E&O - \$68.00

NO WORRIES, WE'VE GOT YOU COVERED

Insurance For Every Situation, Live Life With A
Peace Of Mind.

OUR SERVICES



Need Insurance? Looking for a better quote?

Cynanotary is a fully-licensed
Insurance Brokerage for ALL your
insurance needs.

www.cynagroup.com

DO MORE with your Notary Commission GO TO: classes.cynanotary.com



Notary Signing Agent

A Notary Signing Agent is a commissioned Notary Public who specializes in the process of obtaining and notarizing the signatures of the party(ies) involved on real estate loan documents for the purpose of closing a real estate loan transaction. Learn the proper execution of loan documents, the etiquette, and rules and regulations of a being a Certified Signing Agent.



Notary Permit Runner Course

A Notary Permit Runner presents applications, plans or the necessary paperwork for a building project to the building or other local and state departments for their permission. The NPR obtains (pulls) the permit; then either faxes or mails a copy to the builder or drops the permit off to the builder. The best part of this job? You get paid IMMEDIATELY!

"Ask about RON (Remote Online Notary) and Get Info about 25 Ways to Make Money as Notary"