

You will not be able to submit you RON Application to the state until you have been commissioned or renewed your traditional notary.

If you are interested in becoming a Remote Online Notary, visit <https://www.floridanotaryservice.com/become-a-remote-online-notary/>

Instructions for Remote Online Notary (RON) Applicants

Note: Please follow these instructions carefully to avoid delays in your RON notary commission appointment by the state.

- Be sure to sign the Remote Online Notary application and bond at the red checkmarks.
- Write in the name of the Remote Online Notary Service Provider that you will be using. We recommend [BlueNotary](#).
Sign up by clicking here: bluenotary.us
- However, we suggest you research several providers and choose one that best fits your needs using the approved RON vendor list:
<https://online-notary.sunbiz.org/ServiceProviders>.
- Make sure that your Florida notary commission number and expiration date are typed or written in as well.
- Get your application notarized by another notary.

You must mail the following items to the state:

- A \$10 check or money order payable to the Florida Department of State
- Your notarized RON application form - (*RON Page 1*)
- A copy of your \$25,000 bond - (*RON Page 2*)
- State Required RON Forms - (*RON Page 3, 4*)
- Your certificate of completion for the Remote Online Notary training course
- A copy of your errors and omissions (E&O) insurance policy (at least \$25,000)
- A copy of the state-issued notary commission certificate when you became a notary - (*Will be in your notary package*)

If you need a copy of your current notary commission certificate, the replacement cost is \$30. You may download the replacement certificate order form at:

<https://www.notaries.com/downloads/notary-documents/FLReplacementCertificateOrderForm.pdf>

If you need a copy of your E&O policy, [login to FloridaNotaryService.com](http://login.to.FloridaNotaryService.com) with the username and password you created.

The state's mailing address for remote on-line notary applications is:

Florida Department of State
Division of Corporations
PO Box 6327
Tallahassee, FL 32314

If you're using FedEx, UPS, or another courier service, address your application to:

Florida Department of State
Division of Corporations
2415 North Monroe St., Suite 810
Tallahassee, FL 32303

Questions? Please feel free to reach out to the state at 850.245.6975. Thank you for your business.