

STATE OF FLORIDA
NOTARY PUBLIC

AMENDED COMMISSION REQUEST
NOTICE OF NAME CHANGE

Type or print name in which commission is currently issued

____/____/____
Date of birth

Sign your official signature as currently commissioned



Type or print new commission name as it is to appear on your certificate



**Imprint current seal for identification
only**

Sign your new official signature, the same as your new commission name

____/____/____
Date legal name changed

FILL IN YOUR CURRENT ADDRESSES AND PHONE NUMBERS:

Physical home address, City and Zip

()

Area code and telephone number

Indicate business name, unemployed or retired

Business address, City and State

()

Area code and business telephone no.

MAIL TO:

Business

Home

OR

Mailing address

Please forward this form along with applicable fees and your current commission to your bonding agency. Your bonding agency will provide the rider to your notary public bond and forward all forms to the Secretary of State's office for processing.

Dear Notary Public:

Enclosed is the name change information you requested for your Notary Public commission. Any Notary Public that lawfully changes their name is required by the Secretary of State to amend their commission. Everything you need to complete the process is included in this packet.

AMENDED COMMISSION REQUEST NOTICE OF NAME CHANGE FORM

- ✓ Print and sign your name as you are currently commissioned.
- ✓ Print and sign your new name, exactly as you wish to be commissioned.
- ✓ Indicate the date your name was changed.
- ✓ Stamp your current seal in the indicated box.
- ✓ Fill in your current addresses and telephone numbers.
- ✓ Mark the box that indicates where you want your information to be mailed.

CERTIFICATE OF COMMISSION - The Secretary of State requires that you return your current Notary Public Certificate of Commission. A new Certificate will be issued to you. If you no longer have your Certificate you will need to submit a short letter explaining what happened to it.

COST - The cost of an amended commission is \$66.45. This will cover the \$25 fee charged by the Secretary of State, a \$10 Bond Rider fee, \$9.95 shipping & handling, and \$21.50 for a self-inking stamp with your new name and commission number.

MAIL -You will need to include the amended commission request, your Certificate of Commission or letter, order form and payment to Budget Notary Services.

Your name change will take approximately 2 weeks to process. You may continue to notarize under your former name until you receive your new stamp. Please call us toll-free at 877-298-8274 if you need further information.

Please Note - This process will change the name on your current commission. It will not change your expiration date.

