

REMOTE ONLINE NOTARY APPLICATION CHECKLIST

As of January 1, 2020, Florida is taking the next step in closing convenience by allowing Remote Online Notarization (“RON”) of documents. RON Notaries must be approved by the State of Florida Division of Corporations. This document will guide you through your RON application, indicating which documents are needed and what information you need to provide to the State to become approved.

To apply to be a Remote Online Notary (“RON”) in the State of Florida, you must:

- Be a current Notary Public, Civil-Law Notary or Commissioner of Deeds appointed in the State of Florida
- Take a two-hour statutory required [course](#) and pass the quiz upon completion
 - » *WFG’s preferred course is provided by the Florida Land Title Association and the Real Property, Probate & Trust Law Section of the Florida Bar*
 - » *The course is online only at this time and costs \$20*
- Contract with a third-party RON Service Provider
 - » *As of February 1, 2020, WFG National Title Insurance Co. has authorized [Notarize.com](#) and [NotaryCam](#) as RON Service Providers*
 - » *A RON Service Provider will assist you in online record keeping, knowledge based authentication to prove your signatory’s identification, and attaching your electronic notarial certificate to the notarized document*
- Obtain a Surety Bond and Errors and Omissions insurance, each in the amount of \$25,000
 - » *If your bonding agency is unable to issue the Surety Bond and/or the Errors and Omissions Insurance in the amount of \$25,000, please contact Underwriting for further information*
- Review the applicable legislation and statutes relating to RON
 - » [Chapter 2019-71, Laws of Florida](#)
 - » [1N-7001, Florida Administrative Code](#)
 - » [Notaries Public - Chapter 117, Florida Statutes](#)
- Understand that your RON commission will expire with your Notary Public Commission

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Documentation checklist for application submission:

- [Application](#) for Remote Online Notary
 - » *This application needs to be notarized prior to mailing*
- Certificate received after completion of the educational course and quiz
- Proof of your \$25,000 Surety Bond
- Proof of your \$25,000 Errors and Omissions insurance
- Copy of your commission or appointment as a Notary Public, Civil-Law Notary, or Commissioner of Deeds
 - » *A copy of the commission detail from the [Florida Notary Lookup website](#) is NOT sufficient for this purpose - you will need the actual certificate sent to you by your bonding agent*
- \$10 check payable to Florida Department of State

Once you have completed the above steps, mail your application package to:

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

OR deliver the application package in person (or via courier service) to:

2415 North Monroe St., Suite 810
Tallahassee, FL 32303

There is no online submission option as of February 1, 2020. You should receive your commission within approximately two weeks from date of submission.

Have additional questions? Please feel free to contact you local WFG Underwriting Counsel or Sales Representative for assistance.