

Index

A

Acknowledgment 12, 72
Address 7, 8, 20, 71
Advertising 19, 50
Affidavit
 definition 13, 72
 self-proving on will 60
 standard form 13
Affidavit of character 7
Affirm/affirmation 72
Age requirement 6
Amended commission 7
American Society of
 Notaries 3, 4, 34
Application process 7
Appointment 6, 7
Apostille 10, 72
Attested photocopies 15, 62
Authentication 10, 72

B

Birth certificate 15, 21, 22
Blank document, notarizing 22
Blind person, notarizing
 for 19, 36
Bond, surety 8
Bonding agency 2
Bureau of Vital Statistics 22

C

Ceremony, marriage 16
Certificate
 birth 15, 21, 22
 correcting a notarial 29
 deposition 13
 false 20
 “loose” 29
 notarial 28, 29, 30, 31, 74
 of commission 7, 72
 of notarial authority 10
 requirements of 29, 64
 signing 6, 63
 statutory short forms of
 acknowledgment 31
Certified copies 22, 72
Change of address 8, 20, 71
Citizenship 6, 21
Civil rights 6
Clemency 6

C *CONTINUED*

Commission
 amended 7
 certificate of 7
 expiration of 7
 number 8
 renewal of 8, 62
Competency of document
 signer 28, 36
Complaint 43
Correctional officers as notaries 25
Corrections, Department of,
 inmate identification
 card 34
Corrections to notarial
 certificates 29
Credible witness 32, 33
Custodian, document 15, 72

D

Date 28
Deaf person, notarizing for 37
Death certificate 15
Declaration of Domicile 6
Department of Health 22
Department of State 2, 10, 71
Deposition 13, 73
Directing another to sign 39
Disability, notarizing for a person
 with 38, 39
Disciplinary action 43-44
Driver’s license 32, 62
Drivers license guide 34

E

Embossed seal 9
Employer liability 42, 43
English, notarizing for person
 who does not speak 37
Errors and omissions insurance 8
Execute a document 73
Expiration date 7, 8, 20

F

False acknowledgment or
 certificate 20
Family members, notarizing for 19

F *CONTINUED*

Fees
 Application 7
 Notary 9, 15, 16, 19, 20
Felony charge 6
Financial interest 19, 47
Fingerprints 67
Florida Bar, The 57
Foreign language document 19, 37
Free act and deed 73

G

Government employees 9, 24
Governor
 appointment 6, 7
 Notary Section ii, 2, 43
 resignation 8, 71
 suspension 19, 20
“Green” card 15, 32, 34, 62
Guarantees, signature 21

H

Hague Convention 10

I

I.D. Checking Guide 34
Identification
 acceptable forms 32
 credible witness 32, 33
 inmate card 34
 personally known 32,
 35, 62, 74
 problem with name 61
 satisfactory
 evidence 19, 32, 74
Illiterate person, notarizing for 37
Impersonation of notary 20
Impression seal 9
Incomplete document,
 notarizing 19, 28
Ink 9, 63
Instrument 73
Insurance, errors and omissions 8
Internet 3

J

Journal 42
Jurat 28, 30, 73
Jurisdiction 8

K

Keeping records 42

L

Laws, notary 75
Law enforcement officers as notaries 25
Legal advice 19, 57
Liability 42, 43, 44
Lost notary seal 9
L.S. 67

M

Malfeasance 20, 73
Mark, notarizing for person who signs by 38
Marriage
 general information 16, 52, 53, 74
 officers authorized to perform 52
 same-sex 53
Mentally incapacitated 19, 36
Military officers as notaries 26
Minors, notarizing for 40
Misfeasance 20, 73
Moving out of state 8, 71

N

Name
 change of 7
 commissioned 6
 legal 6, 7, 19, 20
 nickname 6
 print/type/stamp below signature 29
National Notary Association 3, 4, 34
Notary Commissions and Certifications Section 2, 10, 71
Notario Publico 50
Notary public 6, 7, 73
Notary Section 2, 43
Notary View, The 3

O

Oath of office 6, 7
Oath 12, 13, 59, 74
Own signature 19

P

Party to transaction 19
Passport 15, 32
Penalties for violations 19, 20
Perjury 59, 74
Personally known 32, 35, 62, 74
Photocopies, attested 15, 62
Photograph 21
Power of attorney 40, 74
Presence requirement 13, 19, 20, 28, 35, 44, 54, 61
Prohibited acts 19, 21
Proof of execution by subscribing witness 54
Public officer 6

Q

Qualifications 6

R

Reappointment 62
Reasonable care 42, 74
Record keeping 42
Refusing to notarize 55
Relatives, notarizing for 19
Renewal commission 8, 62
Residency 6, 21
Resident alien card 15, 32, 34, 62
Resignation 8, 66, 71
Restoration of civil rights 6

S

Safe-deposit box, certifying contents 18
Satisfactory evidence 19, 32, 74
Seal, notary
 description 9
 imperfect imprint 65
 in employer's possession 65
 lost or stolen 9
 on recording plats 56
 unlawful use 20
Secretary of State 2, 10, 71
Self-proving affidavit on will 60
Seminars 4

S *CONTINUED*

Sign
 as a witness 65
 notarial certificates 6, 62
Signature guarantees 21
S.S. 67
Solemnize
 matrimony 16, 52, 53, 74
State, Department of 2, 10, 71
Statutory Short Forms of Acknowledgment 31
Steps for notarization 28
Stolen notary seal 9
Subscribe 74
Subscribing witness 54
Surety bond 8
Surveyors 56
Suspension from office 19, 20

T

Tax return, attested copy 66
Term of office 7
Testator 60, 74
Thumbprint 67
Traffic officers as notaries 25
Translation 21, 64

U

Unauthorized practice of law 20, 21, 57
Unnotarized oaths 59

V

Vehicle identification number (VIN) 17
Venue 8, 29, 63, 64, 67, 74
Verified statements 59
Verifying a VIN 17
Veterans 7
Vital records, certified copies of 15, 21, 22

W

Wedding 16, 52, 53, 74
Wills 60, 61, 72, 74
Witness 60, 65
Witness, credible 33
Witness, subscribing 54

