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NOTARY NAME CHANGE REQUEST INSTRUCTIONS

- A. Download the State of Florida Notary Public Amended Commission Request Notice of Name Change or call the number listed below to request a copy of the form.
- B. Complete the form and mail the following three items to the address listed below:
 - (1) Completed Amended Commission Request Notice of Name Change form.
 - (2) Your **original** Notary Commission Certificate.
 - (3) Check or Money Order is acceptable for payment. Make checks payable to **Accredited Group Agency, Inc.**

Note: Faxed or E-mailed copies are not accepted. All three items listed above must be received in order to process your request.

NOTARY NAME CHANGE REQUEST FEES

State Fee	\$25.00
Stamp* (self-inking)	\$21.00
Shipping	\$12.60
Total	\$58.60

*Additional charge to upgrade to State picture seal stamp: \$8.00

Total with State picture seal stamp: \$66.60

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

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Area code and telephone number

Indicate business name, unemployed or retired

Business address, City and State

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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.