

**TROY  
FAIN** *Insurance* **INC.**

P. O. Box 5077 • Tallahassee, FL 32314-5077  
800.385.7019 or 850.224.3156  
www.troyfain.com

Dear Notary,

Everything that you will need to amend your commission is enclosed. You may continue to perform notarial acts in your former name until you receive your amended commission and your seal.

**AMENDED COMMISSION REQUEST NOTICE OF NAME CHANGE** - Complete **all** blanks, place stamp imprint in the appropriate box and make sure you sign in both places. Any missing information will delay your commission.

**CERTIFICATE OF COMMISSION** - Return your original Certificate of Commission. If you do not have the original, prepare a letter of explanation.

**ORDER FORM** - You will be required to purchase a new seal with your new name and commission number. Complete the Amended Commission Order Form selecting a seal of your choice (**see back of this form**).

**PAYMENT** - Send your completed forms and payment to us in the enclosed postage paid envelope.

We will submit your completed application to the State of Florida. Your Certificate and products will be mailed within three business days of your amendment. If you have any questions, feel free to contact us. We are always ready to help.

# AMENDED COMMISSION ORDER FORM



## Rectangular Self-Inking Stamp - \$16.00

This self-inking stamp from Trodat® produces quality impressions without using a stamp pad. Now available in six colors! Please select your favorite below. To view the color options, please visit [www.troyfain.com](http://www.troyfain.com).

- Grey (Default)    Blue    Red    Pink  
 Mint    Mango



Rectangular Stamp Image - not actual size.



## Round Self-Inking Stamp - \$20.00

This round self-inking stamp produces clear impressions similar in format to a metal embosser. No need for a separate ink pad.



Round Stamp Image - not actual size.



## Travel Stamp - \$21.00

Designed for notaries who are always on the go, this portable self-inking stamp is a great addition to your regular notary stamp. Please select your favorite below. To view the color options, please visit [www.troyfain.com](http://www.troyfain.com).

- Silver (Default)    Blue    Red    Green

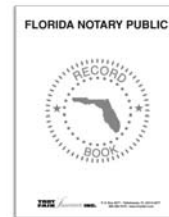


## Round Industrial Self-Inking Stamp - \$36.00

Perfect for numerous notarizations, this high quality stamp is built to last.

## Errors and Omissions Insurance You Are Unprotected!

If you did not purchase a policy with your commission, call us today.



## Notary Public Record Book - \$10.00

Keep a log of your notarial acts with this record book. With room for 248 entries, thumbprint space, and simple step-by-step instructions, this journal complies with all recommendations of the Governor's Office.

Description	Amount	Tax	Subtotal
Application & Filing Fee	\$25.00	n/a	\$25.00
Rectangular Self-Inking Stamp	\$16.00	\$1.20	
Travel Stamp	\$21.00	\$1.58	
Round Self-Inking Stamp	\$20.00	\$1.50	
Round Industrial Self-Inking Stamp	\$36.00	\$2.70	
Notary Public Record Book	\$10.00	\$0.75	
American Society of Notaries	\$39.00	n/a	
Embossing Seal	\$15.00	\$1.13	
Display Sign	\$12.00	\$0.90	
Shipping & Handling			\$5.00
<b>Total</b>			



## American Society of Notaries Membership - \$39.00

Become a member of the oldest national non-profit association for notaries public in the United States. Enjoy a toll-free hotline, monthly email tips, newsletters, and more.



## Embossing Seal - \$15.00

This hand-held seal comes with its own carrying case. Although not an official notary seal, its raised impression is well-recognized and can be used in conjunction with your regular notary stamp.



## Display Sign - \$12.00

Let everyone know that you are a notary with this black and silver personalized sign.

### PAYMENT INFORMATION

Check/Money Order Payable to: **TROY FAIN INSURANCE**           

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ Expiration \_\_\_\_\_ / \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address for Card \_\_\_\_\_  
Address City State Zip

Authorized Signature of Cardholder \_\_\_\_\_ Daytime Number ( ) \_\_\_\_\_

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.**