



Aaron Notary Appointment Services, Inc.

"The Professional Florida Notary Public Appointment Company"

www.AaronNotary.com

P.O. Box 69-3002

Miami, FL 33269-3002

Phone: (305)654-8887

Fax: (305) 493-3339

INSTRUCTIONS TO REPORT A CHANGE, ADD OR REMOVE A RON SERVICE PROVIDER

The online notary public shall submit this information on Form Number DS-DOC-50, titled "Online Notary Public: Required Information," **Effective 02/2022**. To change, add, or remove a RON service provider or secured repository from the online notary public's use. This form shall be submitted to the Department of State within 30 days of the change an amended Form DS-DOC-50 identifying the online notary public's updated RON service providers and, if applicable, secured repositories. Failure to report a change within the specified period of time may result in the Governor suspending the Notary Public as provided in s.7, Article IV of the State Constitution.

The addresses for reporting are as follows:

Email

NotariesCorpHelp@dos.myflorida.com

Regular Mail

Division of Corporation

Attn: Notary Section

P. O. Box 6327

Tallahassee, FL 32314

Courier Service

Division of Corporation

Attn: Notary Section Clifton Building

2661 Executive Center Circle

Tallahassee, FL 32301