



# **Florida Notary "Discount" Association Co.**

## **WHAT TO DO IF YOUR NOTARY SEAL OR STAMP GOES MISSING:**

Notary seals and stamps are enticing marks for thieves, and you must always be sure to safeguard them. Thieves want notary tools because a seal or stamp can be used to produce fraudulent documents. If your notary seal or stamp go missing, it's important to take immediate action.

## **YOU MUST REPORT LOST OR STOLEN NOTARY TOOLS:**

Report lost or stolen notary tools to your local police department immediately and keep a photocopy of the police report. Unless officials know someone has taken your notary tools, you could actually be accused if another person uses them to commit fraud.

The State of Florida requires a lost seal or stamp to be reported to the Department of State in writing. This is **MANDATORY** by the state law of Florida.

***Florida Statutes Chapter 117 NOTARIES PUBLIC – 117.05 (3c) A notary public whose official seal is lost, stolen, or believed to be in the possession of another person shall immediately notify the Department of State or the Governor in writing.***

**Please email, fax, or mail your letter regarding lost or stolen stamp to:**

**Email:** [NotariesCorpHelp@dos.myflorida.com](mailto:NotariesCorpHelp@dos.myflorida.com)

**Mailing Address:**

Department of State / Division of Corporations  
Apostille Certification  
P.O. Box 6800  
Tallahassee, FL 32314-6800

**Courier Address:**

Department of State / Division of Corporations  
Apostille Certification  
2661 Executive Center Circle  
Tallahassee, FL 32301

Once you've reported your notary tools missing, you should replace them immediately. Please contact us to replace your seal or stamp at 1-800-366-8279 or visit us on the web at [NotaryBonding.com](http://NotaryBonding.com) to place your order.

Thank you,

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