

## **Notary Complaint Instructions**

### **Introduction**

In Florida, notaries are public officers appointed by the Governor at his discretion. Under the Florida Constitution and Florida Statutes, it falls within the jurisdiction of the Governor's Office to investigate complaints of misconduct against notaries and to take disciplinary action when deemed appropriate.

### **Instructions**

Please use the form provided by the Governor's Office (PDF) to submit your complaint. Your complaint should:

- Provide all the facts related to the alleged misconduct.
- Include a copy of the improperly notarized document.
- State with specificity the law violated by the alleged misconduct (For the law governing Florida notaries, please visit the link provided to the Florida Notary Manual on this web site.)
- Be typewritten or clearly printed.

Please do not write on the back of the complaint form. You may attach a separate sheet.

Return the completed complaint and copy of the improperly notarized document to:

**Office of the Governor  
Notary Section  
The Capital Building, Rm 209  
Tallahassee FL 32399-0001**