

# WEST FLORIDA PREMIER NOTARY SOLUTIONS, LLC

## Notary Network Application

Headquartered in Pensacola, FL — Heart of the Emerald Gulf Coast | Building a Vetted Signing Agent Roster Nationwide

**Thank you for your interest in joining our network.** We are committed to quality over volume — every notary we bring on is selected to represent our clients' brands and our own with professionalism and care. Please print clearly in ink. Complete all required fields marked \*. Your information will be reviewed by our team and kept strictly confidential.

### 1 Personal & Contact Information

Full Legal Name *	Business Name / DBA (optional)
Email Address *	Mobile Phone *
City / Town *	State *
ZIP Code *	Best Time to Reach You (optional)

#### PREFERRED METHOD OF CONTACT \*

Phone Call       Text / SMS       Email       WhatsApp       Any / First Available

### 2 Commission & Credentials

State(s) of Notary Commission *	Primary Commission State *
Commission Expiration Date * (MM/YYYY)	Commission Number (optional)
NNA Certification # (optional)	E&O; Coverage Amount *
E&O; Expiration Date (MM/YYYY) (optional)	Background Check Provider (optional)

#### BACKGROUND CHECK STATUS \*

Yes — NNA       Yes — Sterling       Yes — Other Provider       No — Willing to Obtain       No

#### CERTIFICATIONS HELD (SELECT ALL THAT APPLY)

NNA Certified Signing Agent       Loan Signing System (LSS)       Notary2Pro       RON Certified  
 Reverse Mortgage Specialist       Bilingual / Spanish       Other (describe below)

Other Certifications:

### 3 Experience & Signing History

Years as a Notary *	Years as a Signing Agent *	Approx. Total Signings Performed *
---------------------	----------------------------	------------------------------------

#### LOAN & DOCUMENT TYPES (SELECT ALL THAT APPLY)

<input type="checkbox"/> Purchase	<input type="checkbox"/> Refinance	<input type="checkbox"/> HELOC	<input type="checkbox"/> Reverse Mortgage
<input type="checkbox"/> VA Loans	<input type="checkbox"/> FHA Loans	<input type="checkbox"/> USDA Loans	<input type="checkbox"/> Conventional
<input type="checkbox"/> Commercial	<input type="checkbox"/> Trust / Estate	<input type="checkbox"/> Construction Loans	<input type="checkbox"/> Hybrid / eSign
<input type="checkbox"/> General Notary Work	<input type="checkbox"/> RON (Remote Online)		

West Florida Premier Notary Solutions, LLC is part of the SigningOrder platform. To receive signing assignments from WFPNS, LLC, you must be registered on SigningOrder. Visit [signingorder.com](https://signingorder.com) to create your free notary profile.

**CURRENT SIGNING PLATFORMS ACTIVE ON (SELECT ALL THAT APPLY)**

- SigningOrder     
  Snapdocs     
  NotaryDash     
  Notary Rotary  
 123notary     
  Title365     
  DocuSign     
  Other

**4 Coverage Area**

**State(s) Covered \***

Counties Covered (optional)

Cities / Communities Served (optional)

ZIP Codes Covered (optional)

**MAXIMUM DRIVE TIME WILLING TO TRAVEL \***

- Up to 20 min     
  Up to 30 min     
  Up to 45 min     
  Up to 1 hour     
  Up to 1.5 hours     
  2+ hours / Statewide

**WILL YOU TRAVEL FOR AFTER-HOURS / URGENT SIGNINGS? \***

- Yes — Always     
  Yes — Case by Case     
  No

**5 Availability & Hours**

**DAYS AVAILABLE \***

- Monday     
  Tuesday     
  Wednesday     
  Thursday     
  Friday     
  Saturday     
  Sunday

**AVAILABLE HOURS BY DAY (FILL IN START AND END TIMES, OR MARK N/A)**

<b>Monday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Tuesday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Wednesday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Thursday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Friday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Saturday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable
<b>Sunday</b>	Start: _____	End: _____	<input type="checkbox"/> Unavailable

**LAST-MINUTE / SAME-DAY AVAILABILITY \***

- Yes — Frequently Available     
  Yes — Occasionally     
  Rarely     
  No — Advance Notice Required

**EVENING / AFTER 6PM AVAILABILITY \***

- Yes — Regularly     
  Yes — Occasionally     
  Weekends Only     
  No

Additional Availability Notes (optional)

## 6 Equipment & Capabilities

### PRINTER / SCANNING CAPABILITIES (SELECT ALL THAT APPLY)

- Laser Printer (B&W)     
  Laser Printer (Color)     
  Inkjet Printer     
  Scanner  
 Fax     
  eSign Capable     
  RON Platform Access     
  High-Speed Internet

### FEE STRUCTURE (FOR INTERNAL ROSTER PLANNING — NOT SHARED PUBLICLY)

Base Signing Fee (optional) \_\_\_\_\_ Print Fee (per package) (optional) \_\_\_\_\_ After-Hours / Urgent Fee (optional) \_\_\_\_\_

Do you have reliable transportation? \* \_\_\_\_\_ Do you have a valid driver's license? \* \_\_\_\_\_

### DO YOU HAVE A CURRENT NOTARY SEAL/STAMP? \*

- Yes       No — Pending

## 7 Additional Information & References

Professional Reference 1 (Name, Company, Phone / Email) (optional) \_\_\_\_\_  
 Professional Reference 2 (Name, Company, Phone / Email) (optional) \_\_\_\_\_  
 Signing Services / Title Companies You Currently Work With (optional) \_\_\_\_\_

### HOW DID YOU HEAR ABOUT WFPNS?

- Facebook     
  Colleague Referral     
  Google Search     
  WFPNS Website     
  Notary Group / Forum     
  Other

### EMERGENCY / BACKUP CONTACT (IN CASE OF LAST-MINUTE UNAVAILABILITY)

Name (optional) \_\_\_\_\_ Phone (optional) \_\_\_\_\_  
 LinkedIn / Notary Profile URL (optional) \_\_\_\_\_ Are you affiliated with any title company or lender? (optional) \_\_\_\_\_  
 Anything Else We Should Know (optional) \_\_\_\_\_

### Certification Statement

I certify that all information provided in this application is accurate and complete. I understand that West Florida Premier Notary Solutions, LLC reserves the right to verify my credentials, conduct a background screening, and select notaries based on client needs and coverage requirements. I agree to uphold WFPNS standards of punctuality, professional appearance, document handling, and client communication on every assignment. Submission of this application does not guarantee placement in the network.

Applicant Signature \* \_\_\_\_\_

Date \* \_\_\_\_\_

Printed Name \* \_\_\_\_\_



**Return Completed Application To:**

Email: [team@westfloridapns.com](mailto:team@westfloridapns.com)

Web: [westfloridapns.com](http://westfloridapns.com)