



**Notary Public Commission
Renewal Application**



Renew your Notary Public commission:

Online: <https://professions.dol.wa.gov>

Or by mail: **Notary Public Program
Department of Licensing
PO Box 3777
Seattle WA 98124-3777**



If you renew by mail, include:

- This completed form
- The non-refundable renewal fee in a check or money order payable to: Department of Licensing
- A copy of your **signed** \$10,000 surety bond

If your commission has expired, you can't renew your commission. You must apply for a new one. Use the Notary Public Commission Application form.

For questions or language help call: (360) 664-1550

Application type (choose only one)

- Renewal of Notary Public commission—**\$38**
- Renewal of Notary Public commission with electronic notary endorsement—**\$45**

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

- \$0 self-print license online.
- \$5 each. DOL print and mail license. Quantity _____ Total \$ _____

Eligibility question—If you answer No, you can't renew. We can't refund renewal fees.

Answer the following

Are you a citizen or permanent legal resident of the United States? Yes No
RCW 42.45.200. A Notary Public must be a citizen or a permanent legal resident of the United States.

Applicant information

TYPE OR PRINT Notary commission name (Name as you would like it to appear on your notary seal/license)	
Full legal name (First, Middle, Last) No initials	Birthdate (mm/dd/yyyy)
License number	Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN)*
Personal mailing address (PO Box or street including apartment/suite, City, State, ZIP code)	
(Area code) Phone number	Email
Military? (check if applicable) Current or former: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner	
Residency <input type="checkbox"/> I am a Washington resident. <input type="checkbox"/> I am not a Washington resident, but I have a place of employment or practice in Washington. The Washington physical address of my place of employment or practice is: _____	

*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

Legal background

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

- 1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? Yes No
- 2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) Yes No

Electronic Notary endorsement – complete this section if you already have an electronic notary endorsement

Check one

- There are no changes to my electronic software information.
- I need to add or remove an electronic software. *(Complete the information below.)*

Action	Name of electronic software	Effective date
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name
X

Date and place Signature

If you provide false information in this application, we may deny, suspend, or revoke your Washington Notary Public Commission license.