

## **Notary Public Commission Application**

Read carefully and follow all instructions exactly!

If you do not follow the application instructions exactly, your Notary Public commission will be denied or delayed.

### **To qualify for a Notary Public commission, you must:**

- Be at least 18 years of age
- Be a citizen or permanent legal resident of the United States
- Be able to read and write English
- Reside in or have a place of employment or practice in Washington State

### **To apply for a commission as a Notary Public, you must:**

#### **1. Complete the application**

- If your commission has **expired**, you must reapply.
- If you are renewing your appointment *before* your expiration date, complete only sections A and B of the application.
- **Notary commission name:** In section A of the application, you must indicate a Notary commission name. This is the name you will use for notarizations, and is the name that will appear on your notary seal and certificate. You **cannot** use only your last name and a single initial (such as J. Smith), or only a single name (such as Smitty).
- **Full legal name:** In section A of the application, you must indicate your full legal name (First, Middle, Last) no initials. Examples of documents containing your full legal name are a passport or a state issued driver license or identification card.

#### **2. Obtain a \$10,000 surety bond**

- You must obtain a \$10,000 surety bond for your 4-year term from any insurance company qualified to write surety bonds in this state.
- The bond must be specifically for your Notary Public commission. No other insurance you and/or your company may have will suffice.
- Do not send us your Errors and Omissions policy if you have one.

#### **3. Submit the application**

Your application must contain:

- your completed application form
- a **copy** (keep the original for your records) of your \$10,000 surety bond
- the application fee (check or money order made out to Department of Licensing). This fee is non-refundable.

Submit it to:

Notary Public Program  
Department of Licensing  
PO Box 35001  
Seattle, WA 98124-3401

#### **4. Obtain your Notary seal or stamp after you receive your Notary Public commission license from us**

- We do not supply your Notary seal or stamp.
- Present a photocopy of your Notary Public commission license to the vendor you choose to make your stamp or seal.

### **The laws relating to Notaries Public**

- As a Washington State Notary Public you are expected to know and abide by our notary public laws which you can find at [dol.wa.gov/business/notary](http://dol.wa.gov/business/notary).
- You are personally liable for every notary act you perform. We strongly recommend you take a Notary class after receiving your commission. Visit our website at [dol.wa.gov/business/notary](http://dol.wa.gov/business/notary) for a list of classes.

### **Change of Address**

If your address changes, you must notify us via e-mail at [notaries@dol.wa.gov](mailto:notaries@dol.wa.gov), or by mail at Notary Public Program, Department of Licensing, PO Box 9027, Olympia, WA 98507-9027. Include your name as shown on your Notary Public commission license along with your date of birth, and your previous and new addresses. WAC 308-30-060

### **Questions?**

Call us at (360) 664-1550.

# Notary Public Commission Application

To apply for commission as a Notary Public, send this completed form, the application fee in a check or money order payable to the Department of Licensing, and a **copy** of your \$10,000 bond to:

**Notary Public Program  
Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401**

For validation only

001-000-256-0001

**This application is a:**

- New application for Notary Public commission only – \$30. Complete sections A, B, and D.
- New application for Notary Public commission with electronic notary endorsement – \$45. Complete all sections.

<b>A Applicant information</b>	
Answer the following Are you a citizen or permanent legal resident of the United States? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer "No," you do not qualify as a Notary Public according to state law RCW 42.45.200. If you submit this application, the application fee will not be refunded. All answers are subject to public disclosure.	
Notary commission name ( <i>Name as you will sign notarizations and as you would like it to appear on your notary seal/license</i> ) See page 1 Instructions	
Social Security number required*	Birthdate ( <i>mm/dd/yyyy</i> )
Personal mailing address ( <i>PO Box or street including apartment/suite #, City, State, ZIP code</i> )	
(Area code) Telephone number	Email
Full legal name ( <i>First, Middle, Last</i> ) no initials	
Answer the following Can you read and write English? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever applied for or been a Notary Public in the state of Washington? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what names and license numbers? _____	
Check one <input type="checkbox"/> I am a Washington resident. Go to section B. <input type="checkbox"/> I am not a Washington resident, but I have a place of employment or practice in Washington. Physical address of place of employment or practice (street including apartment/suite #, City, State, ZIP code), must be in Washington: _____	

\*All applicants are required by federal and state law to provide their Social Security number (SSN) for use in child support enforcement programs (42 U.S.C. 666(a)(13) and RCW 74.20A.320). It may also be used for education loan repayment programs and identification of records with similar names. Submission of your SSN is mandatory; failure to submit it will result in denial of your application.

<b>B Personal data</b>
If you answer "Yes," to any of the questions below, attach a detailed explanation and any related court documents. <b>In this state or any other jurisdiction are you or have you:</b> 1. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

**C Electronic Notary endorsement – Complete this section only if you are requesting this endorsement**

If you have an electronic software provider, provide the name and effective date (*date you will begin using the software*).

Name of electronic software provider	Effective date

If you do not have an electronic software provider at this time:

- You must provide this information within **30 days** of the issue date of your Notary Public commission.
- If you fail to do so, we may take disciplinary action against your commission, which may include revoking your endorsement.
- **You cannot perform any electronic notarizations** until you have provided us with the name of the electronic software provider you will be using.
- Submit the name of your electronic software provider either:
  - **Online** at [dol.wa.gov/services/professionslogin](http://dol.wa.gov/services/professionslogin). Access your account using the requested login information, then select *Add* under the Requirements section of your account dashboard.
  - **Email** to [notaries@dol.wa.gov](mailto:notaries@dol.wa.gov). Include your Notary Public commission name and license number in the email.

**Important!**

You (the Notary Public applicant) must complete this page in front of a Notary Public.

If all of the instructions below are not followed correctly, you will have to complete and submit a new Declaration of Applicant and your Notary Public commission will be delayed.

**Instructions for the applicant**

1. The Notary Public will properly identify you and place you under oath.
2. After the Notary places you under oath, you must:
  - Swear to or affirm that the information in the Declaration of Applicant is true.
  - Print your Notary commission name on the Declaration exactly as it appears in section A of your application.
  - Sign the Declaration in front of the Notary, using your Notary commission name exactly as it appears in section A of your application.
  - Date the Declaration in front of the Notary.

**Instructions for the Notary Public**

1. Confirm the identity of the applicant and place him/her under oath.
2. Have the applicant swear to (or affirm) the information in the Declaration of Applicant.
3. Have the applicant sign and date the Declaration of Applicant.
4. Fill in the name of the county in which you are notarizing.
5. Date the Declaration of Applicant. This date must match the date the applicant signed.
6. Sign your name exactly as it appears on your stamp or seal.
7. Print your name under your signature. Your title is "Notary Public."
8. Fill in the expiration date for your Notary Public appointment.
9. Affix your stamp or seal in the space indicated.

**Failure to follow any of these instructions by you or the Notary will result in the delay of your license.**

<b>D Declaration of applicant</b>	
<p>I, _____, solemnly swear or affirm under penalty of perjury that the personal information I have provided in this application is true, complete, and correct; that I have carefully read the materials available at the Notary Public website describing the duties of a notary public in and for the state of Washington; and, that I will perform to the best of my ability, all notarial acts in accordance with the law and rules. I have carefully read the questions in the foregoing application and have answered them completely, and pursuant to RCW 9A.72.085, I declare under penalty of perjury under the law of the state of Washington that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of my appointment as a notary public in the state of Washington.</p>	<p style="text-align: center; color: red; font-size: small;">Applicant: Sign here in front of a notary. →</p> <p style="text-align: center; font-size: 2em; font-weight: bold; margin: 0;">X</p> <p style="text-align: center; font-size: small; margin: 0;">Sign using your <b>Notary commission name</b> _____ Date signed _____</p>
<p>State of Washington</p> <p>County of _____</p>	
<p>On this day, _____, _____ appeared before me,  <small style="margin-left: 20px;">Date</small> <small style="margin-left: 100px;">Applicant full legal name</small></p> <p>signed this Declaration of Applicant, and swore (or affirmed) that he/she understood its contents and that its contents are truthful.</p>	
<p style="text-align: center; font-size: small;">(Seal or stamp)</p>	<p>_____ Signature</p> <p>_____ Printed or stamped name</p> <p>_____ Title</p> <p>My appointment expires _____</p>