

Notary Public Appointment/Reappointment Application

Please read carefully and follow all instructions exactly!

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

To qualify for appointment as a Notary Public, you must:

- Be at least 18 years of age
- Be able to read and write English
- Reside in Washington State

If you are a resident of Idaho or Oregon, you may become a Washington State Notary Public as long as you are regularly employed in Washington State or carry on business in Washington State.

To apply for an appointment as a Notary Public, you must:

1. Complete the application

- If you are a first-time applicant or if you are renewing your appointment *after* your expiration date, complete the application form in full.
- If you are renewing your appointment *before* your expiration date, complete only sections A and B of the application.
- Notary Appointment Name: In section A of the application, you must indicate a Notary Appointment 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 appointment. No other insurance you and/or your company may have will suffice.
- Please 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
- a \$30 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 Certificate from us

- We do not supply your Notary seal or stamp.
- Present a photocopy of your Notary Public Certificate 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 www.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 certificate. Visit our website at www.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, 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 certificate 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 Appointment/Reappointment Application

To apply for an appointment or to renew appointment as a Notary Public, send this completed form, the \$30 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 – complete this entire form (pages 2 through 4)
- Renewal before expiration date – complete sections A and B only (this page)

A Applicant information	
Notary Appointment Name (<i>Name as you will sign notarizations and as you would like it to appear on your notary seal/certificate</i>) See page 1 Instructions	
Social Security number required*	Birthdate (<i>mm/dd/yyyy</i>)
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	
Check one <input type="checkbox"/> I am a Washington resident <input type="checkbox"/> I work or conduct business in Washington and am a resident of <input type="checkbox"/> Oregon <input type="checkbox"/> Idaho	
Answer the following Can you read and write English? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been a Notary Public in the state of Washington? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , under what names? _____	

*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 Personal data
If you answer "Yes," to any of the questions below, attach a detailed explanation.
In this state or any other jurisdiction are you or have you:
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 Endorsements by three residents of Washington State who are not related to you (no family members)

Endorser #1

I, _____, being a person eligible to vote in the state of
Washington, believe the applicant for a notary appointment, _____, who is not
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

X

Signature of **endorser**

Date signed

Address of endorser (PO Box or street, City, State, ZIP code)

Endorser #2

I, _____, being a person eligible to vote in the state of
Washington, believe the applicant for a notary appointment, _____, who is not
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

X

Signature of **endorser**

Date signed

Address of endorser (PO Box or street, City, State, ZIP code)

Endorser #3

I, _____, being a person eligible to vote in the state of
Washington, believe the applicant for a notary appointment, _____, who is not
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

X

Signature of **endorser**

Date signed

Address of endorser (PO Box or street, City, State, ZIP code)

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 appointment 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 Appointment 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 Appointment 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.

D Declaration of applicant	
<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. 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-weight: bold;">Applicant: sign here → in front of a notary</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; margin-top: 20px;">(Seal or stamp)</p>	<p style="text-align: center; font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</p> <p style="text-align: center; font-size: 0.8em;">Sign using your Notary Appointment Name Date signed</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Signature</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Printed or stamped name</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Title</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">My appointment expires _____</p>