D.C. Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

☐ **Step 1**

I am eligible to become a Notary and am in compliance with district requirements:

- **18 years or older**
- **Reside in Washington, D.C., or nonresident working in D.C.**
- **Must be a citizen or permanent legal resident of the U.S.**
- **Able to read and write in the language in which your notarial services will be performed**
- **No lifetime felony conviction, nor had your Notary commission revoked**

☐ **Step 2**

I purchased my district-required Notary embosser and supplies at www.NationalNotary.org/DC/Become or I called 1-800-876-6827.

☐ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

☐ **Step 4**

I completed my commission application and paid the application fee online at https://nap.os.dc.gov/index.html.

☐ **Step 5**

Wait for notification to schedule and attend your mandatory orientation session.

☐ **Step 6**

I have received a letter with my commission date and bond form.

☐ **Step 7**

Within 2 weeks, I have taken my completed bond, Notary seal embosser and journal, and taken my oath of commission at the Office of Notary Commissions and Authentications:

441 4th Street NW, Suite 810 South

Washington, DC 20001

If you do not do this within 60 days, your commission becomes invalid and you will need to start over again.

☐ **Step 8**

I have emailed or faxed a copy of the Notary surety bond to the NNA: Releasing@nationalnotary.org or via fax to 1-800-833-1211. The NNA will mail my activated Notary bond via First Class mail with a paid receipt.