



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 English
- No lifetime felony conviction, nor had your Notary commission revoked

☐ **Step 2**

I purchased my district-required Notary embosser and supplies at 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 \$75 application fee online.

☐ **Step 5**

I have received my notice to schedule and attend my mandatory orientation session within three weeks of my application submission.

☐ **Step 6**

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

☐ **Step 7**

I have emailed a copy of the surety Bond Form (**must be in .docx format**) and the Appointment Notice to the NNA: Releasing@NationalNotary.org. The NNA will mail my activated Notary bond via First Class mail with a paid receipt and ship my notary seal within 3-5 business days.

☐ **Step 8**

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.*

NOTE: Any [Washington D.C. Notary package](#) you purchase from the NNA will include your state required items: Notary bond, embosser and journal. It's the best and most convenient way to make sure you have everything you need to Become a Washinton D.C. Notary.



NATIONAL
NOTARY
ASSOCIATION



Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/DC/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)