

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/DC/Renew](http://www.NationalNotary.org/DC/Renew)

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

### 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/Renew](http://www.NationalNotary.org/DC/Renew) 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 have checked with the [D.C. Office of the Secretary](#) to ensure that I have met all the requirements.

### Step 5

I completed my commission application online at <https://nap.os.dc.gov/>.

### Step 6

The district has issued my appointment notice and Notary surety bond form.

### Step 7

I have received my seal embosser.

### Step 8

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

### Step 9

Within 60 days, I have taken my bond, embosser, and Notary appointment notice and receipt to the Section Office and filed my bond and taken my oath at:

Office of Notary Commissions and Authentications  
441 4th Street NW, Suite 810 South  
Washington, DC 20001