



## D.C. Notary Commission Process

### *Step-by-Step Instructions to Renew My Notary Commission*

#### ☐ **Step 1**

I am eligible to renew as 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.
- 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/Renew](http://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 [Notary Application Renewal Timetable](#) to ensure when my commission expires.

#### ☐ **Step 5**

I completed my [commission application](#) and paid the \$75 application fee online.

#### ☐ **Step 6**

The district has issued my appointment notice and Notary surety 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](mailto: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.*



NATIONAL  
NOTARY  
ASSOCIATION



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 renew as a Washinton D.C. Notary.

**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)