



# Washington Notary Commission Process

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

### ☐ **Step 1**

I am eligible to renew a Notary and I am in compliance with state requirements:

- **18 years or older**
- **Resident WA or employed in WA**
- **Must be able to read and write English**

### ☐ **Step 2**

I purchased my state-required Notary bond, seal, and supplies at [NationalNotary.org/WA/Renew](http://NationalNotary.org/WA/Renew) or I called 1-800-876-6827.

### ☐ **Step 3**

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

### ☐ **Step 4**

I have received my bond 120 days prior to my expiration date to submit with my application.

### ☐ **Step 5**

I completed my commission [application](#).

If you are applying [online](#):

- **Upload a copy of your notarized [Oath of Office](#) form**
- **Upload a copy of your signed \$10,00 surety bond**
- **Payment for the [application fee](#)**

If you are applying by mail, please send your application and documents to:

Notary Public Program Department of Licensing  
P.O. Box 3777  
Seattle, WA 98124-3777

### ☐ **Step 6**

I have received my commission certificate from the state.



❑ **Step 7**

I have emailed or faxed a copy of my commission certificate with my NNA Customer ID number to: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or via fax to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/WA/Renew](http://www.NationalNotary.org/WA/Renew)

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