

## 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)

### Step 1

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

- **18 years or older**
- **Resident WA; nonresident from OR or ID if regularly employed in WA**
- **Must be able to read and write English**

### Step 2

I purchased my state required Notary seal and supplies at [www.NationalNotary.org/WA/Renew](http://www.NationalNotary.org/WA/Renew) or I called 1-800-876-6827 and provided my county and current commission expiration date.

### Step 3

I have received my bond 60 days prior to my expiration date to submit with my application.

### Step 4

I completed my commission [application](#).

If you are applying by mail:

- Provide all required information and sign your application.
- Have your application notarized.
- Attach your application fee and a signed copy of your bond.
- Send it to:

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

If you are applying online:

- Upload a copy of your notarized Oath of Office form and signed bond.
- The 'term ending' date on your bond is the date you should enter in the Financial Guarantee Section.
- The effective date of your bond is 4 years prior to the expiration date of your bond.

### Step 5

I have received my commission certificate from the state.

### Step 6

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 business days.

### Step 7

I have received my seal stamp.