

Notary Public Application Instructions

Please keep this page for reference

To Qualify for Appointment as a Notary Public You Must:

- Be at least 18 years of age **and**
- Be able to read and write English **and**
- Reside in Washington State **or**
 - Reside in Idaho or Oregon **and**
 - be regularly employed in Washington State **or**
 - do business in Washington State.

Complete the Application

- If you are a first-time applicant, **or** if you are renewing your appointment *after* your expiration date, complete the application form in full. You must swear or affirm and sign the Declaration of Applicant **in front** of a notary public.
- If you are renewing your appointment *before* your expiration date, complete only the Applicant Information and Applicant Personal Data sections of the application.
- **Your name and your signature on the application form must be identical.** We require your last name and at least your first and middle initials [RCW 42.44.050].
- Your Social Security Number is required [RCW 26.23.150].

Obtain a \$10,000 Surety Bond

- When you first apply **and** each time you renew your appointment, you must get a \$10,000 surety bond from any insurance company qualified to write surety bonds in this state.
- The surety bond must cover the four-year period of the notary public term.
- Your name on the surety bond should be identical to your name and your signature on the application form.
- The bond, certificate, and stamp or seal are the property of the notary public, even if the employer paid for them [RCW 42.44.00(4)].
- Please **do not** send us your errors and omissions policy if you have one.

Submit the Application

Send your completed application form, along with

- a copy of the \$10,000 surety bond, and
- the application or renewal fee of \$30 to:

**Department of Licensing
Notary Public Section
P. O. Box 9048
Olympia, WA 98507-9048**

- Make your check or money order payable to the Washington State Treasurer.

Obtain Your Notary Seal or Stamp

- Present a photocopy of your notary public certificate to the vendor you choose to make your stamp or seal.
- Upon completion of any notarial act, you must sign the notary certification using your name **exactly** as it appears on your notary public certificate and on the seal or stamp.

The Laws Relating to Notaries Public

- Visit the Notaries Public web site at dol.wa.gov to see all the laws relating to Notaries Public.
- As a Notary Public in Washington State, you are expected to know and abide by all of the notary public laws.

Change of Address

If your address changes, please notify us via e-mail at intnotarie@dol.wa.gov, or by mail at Department of Licensing, Notary Public Section, PO Box 9027, Olympia, WA 98507-9027. Include your name as shown on your notary certificate along with your date of birth, and your previous and new addresses.

Questions?

Call us at (360) 664-1550.

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1550 or TTY (360)664-8885.



Notary Public Appointment Or Reappointment Application

FOR VALIDATION ONLY

001-000-256-0001

FEE: \$30.00

A \$10,000 surety bond must be provided. Please send a copy.

Make remittance payable to State Treasurer.
Send your application, bond, and fee to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Applicant Information

Please type or print clearly in dark ink

Your name will appear on your notary certificate and seal or stamp, and you must sign all notarial acts as:

Name _____ Gender M F
First name or initial Middle name or initial (required) Last name

Social Security No. _____ Date of birth _____ Daytime telephone () _____
MM DD YYYY

Address _____
P.O. Box or street City State Zip code

Have you ever been a notary public in the state of Washington? Yes No

If yes, under what name(s)? _____

Endorsements of the applicant by 3 residents of Washington State

I, _____, being a person eligible to vote in the state of
Printed name of endorser no.1
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 1 Date signed
Address _____
P. O. Box or street City State Zip code

I, _____, being a person eligible to vote in the state of
Printed name of endorser no.2
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 2 Date signed
Address _____
P. O. Box or street City State Zip code

I, _____, being a person eligible to vote in the state of
Printed name of endorser no.3
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 3 Date signed
Address _____
P. O. Box or street City State Zip code

Applicant Personal Data

1. Have you been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past ten years, other than a traffic infraction? **Yes** **No**
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? **Yes** **No**
3. Has any professional or occupational license, certification, or permit held by you, been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? **Yes** **No**
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in this state, any other state, by the federal government, or any other jurisdiction? **Yes** **No**

Please explain all "Yes" answers in the space below. You may attach additional sheets, if necessary.

Explanation for all Personal Data section affirmative answers

Charge(s):

Date(s) of convictions(s):

Civil judgment(s) or order(s):

Disposition of charge(s):

Additional information:

Instructions for Completing the Declaration of Applicant



Important – the steps below must be completed properly and in the presence of both the Notary Public and you.

1. You must appear before a Notary Public and be properly identified.
2. The Notary Public must place you under oath.
3. You must
 - swear to or affirm the Declaration to the Notary
 - print your name on the Declaration
 - sign the Declaration in the presence of the Notary, using your name exactly as stated in the “Applicant Information” section
 - date the Declaration at the same time you sign it
4. The Notary Public must
 - affix his or her stamp or seal in the appropriate place
 - date the notary certificate
 - sign his or her name exactly as it is on the stamp or seal
 - print his or her name under the signature
 - fill in the county and expiration date

Declaration of Applicant

I, _____, solemnly swear or affirm under penalty of
Print name exactly as in “Applicant Information” section
perjury that the personal information I have provided in this application is true, complete, and correct; that I have carefully read the materials provided describing the duties of a notary public in and for the state of Washington; and, that I will perform to the best of my ability, all notarial acts in accordance with the law. I have carefully read the questions in the foregoing application and have answered them completely, and pursuant to RCW 9A.72.085, I declare under penalty of perjury under the law of the state of Washington that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of my appointment as a notary public in the state of Washington.

State of Washington, _____
county of _____
Sign exactly as in “Applicant Information” section _____
Date _____

Signed and sworn to **before me** on this _____ day of _____, _____

X _____
Signature of Notary Public

Printed name of Notary Public

Expiration date of Notary Public appointment

Stamp/seal in space above

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56