



Office of the Secretary of the District of Columbia  
Notary Commissions and Authentications Section

441 4<sup>th</sup> Street, NW· Suite 810 South· Washington, DC 20001· (202) 727-3117



**APPLICATION MUST BE TYPED. PLEASE REVIEW THE DC NOTARY HANDBOOK PRIOR TO COMPLETING THIS APPLICATION.**

All **BOLD** information will be made available to the public upon request.

1. Incomplete applications and applications without the commission fee will not be processed.
2. Return this application to the above address with:
  - A check or money order for the \$75.00 commission fee payable to "DC Treasurer"
  - A letter of request from yourself (Residential) or your employer (Business) on company letterhead, stating why you should be commissioned.

New Appointment                       Reappointment                       Expiration Date: \_\_\_\_\_

**Name your commission will read:** \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_                      Email: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Phone Number: (202)** \_\_\_\_\_                      **Work Email:** \_\_\_\_\_

**Will your commission be used for business or residential purposes?**  **Business**  **Residential**  **Dual**

Please list below the names, addresses, phone numbers and email addresses of two people who live or work in DC, other than family members or your employer, who can attest to your character. The employer submitting the letter of request cannot serve as a character reference.

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_                      Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_                      Email: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_                      Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_                      Email: \_\_\_\_\_

**Do you hold a notary commission in any other state?** \_\_\_\_\_                      **If yes, what state?** \_\_\_\_\_

Have you ever held a Notary Commission that was revoked? \_\_\_\_\_                      If yes, Why? \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

If yes, please provide the charge and date of conviction. \_\_\_\_\_

I, \_\_\_\_\_, solemnly affirm under penalties of perjury, that the information presented in this application is true, accurate and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_                      Signature: \_\_\_\_\_