

# **Notary Public Appointment/Reappointment Application**

Please read carefully and follow all instructions exactly!

If you do not follow the application instructions exactly, your Notary Public certificate will be denied or delayed.

## **To qualify for appointment as a Notary Public, you must:**

- Be at least 18 years of age
- Be able to read and write English
- Reside in Washington State

If you are a resident of Idaho or Oregon, you may become a Washington State Notary Public as long as you are regularly employed in Washington State or carry on business in Washington State.

## **To apply for an appointment as a Notary Public, you must:**

### **1. 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.
- If you are renewing your appointment *before* your expiration date, complete only section A *Applicant Information* on the application.
- Notary Appointment Name: In section A of the application, you must indicate a Notary Appointment Name. This is the name you will use for notarizations, and is the name that will appear on your notary seal and certificate. You **cannot** use only your last name and a single initial (such as J. Smith), or only a single name (such as Smitty).
- Full legal name: In section A of the application, you must indicate your full legal name (First, Middle, Last) no initials. Examples of documents containing your full legal name are a passport or a state issued driver license or identification card.

### **2. Obtain a \$10,000 surety bond**

- You must obtain a \$10,000 surety bond for your 4-year term from any insurance company qualified to write surety bonds in this state.
- The bond must be specifically for your Notary Public appointment. No other insurance you and/or your company may have will suffice.
- Please do not send us your Errors and Omissions policy if you have one.

### **3. Submit the application**

Your application must contain:

- your completed application form
- a **copy** (keep the original for your records) of your \$10,000 surety bond
- a \$30 application fee (check or money order made out to Department of Licensing). This fee is non-refundable.

Submit it to:

Notary Public Program  
Department of Licensing  
PO Box 35001  
Seattle, WA 98124-3401

### **4. Obtain your Notary seal or stamp after you receive your Notary Public Certificate from us**

- We do not supply your Notary seal or stamp.
- Present a photocopy of your Notary Public Certificate to the vendor you choose to make your stamp or seal.

## **The laws relating to Notaries Public**

- As a Washington State Notary Public you are expected to know and abide by our notary public laws which you can find at [www.dol.wa.gov/business/notary](http://www.dol.wa.gov/business/notary).
- You are personally liable for every notary act you perform. We strongly recommend you take a Notary class after receiving your certificate. Visit our website at [www.dol.wa.gov/business/notary](http://www.dol.wa.gov/business/notary) for a list of classes.

## **Change of Address**

If your address changes, you must notify us via e-mail at [notaries@dol.wa.gov](mailto:notaries@dol.wa.gov), or by mail at Notary Public Program, Department of Licensing, 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. WAC 308-30-060

## **Questions?**

Call us at (360) 664-1550.

# Notary Public Appointment/Reappointment Application

To apply for an appointment or to renew appointment as a Notary Public, send this completed form, the \$30 application fee in a check or money order payable to the Department of Licensing, and a **copy** of your \$10,000 bond to:

Notary Public Program  
**Department of Licensing**  
 PO Box 35001  
 Seattle, WA 98124-3401

For validation only

001-000-256-0001

**A Applicant information**

**Notary Appointment Name** (*Name as you will sign notarizations and as you would like it to appear on your notary seal/certificate*) See page 1 Instructions

Social Security number - <i>Required per RCW 26.23.150</i>	Birthdate	(Area code) Daytime telephone number
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Mailing address (*PO Box or street including apartment/suite #, City, State, ZIP code*)

Full legal name (*First, Middle, Last*) no initials

Check one

I am a Washington resident

I am an Oregon resident who works or does business in Washington

I am an Idaho resident who works or does business in Washington

Answer the following

Can you read and write English? .....  Yes  No

Have you ever been a Notary Public in the state of Washington? .....  Yes  No

If **yes**, under what names? \_\_\_\_\_

**B Endorsements by three residents of Washington State who are not related to you (no family members)**

**Endorser #1**

I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Printed name of **endorser** Printed name of **applicant**

**X** \_\_\_\_\_

Signature of **endorser** Date signed

\_\_\_\_\_

Address of endorser (PO Box or street, City, State, ZIP code)

**Endorser #2**

I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Printed name of **endorser** Printed name of **applicant**

**X** \_\_\_\_\_

Signature of **endorser** Date signed

\_\_\_\_\_

Address of endorser (PO Box or street, City, State, ZIP code)

**Endorser #3**

I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Printed name of **endorser** Printed name of **applicant**

**X** \_\_\_\_\_

Signature of **endorser** Date signed

\_\_\_\_\_

Address of endorser (PO Box or street, City, State, ZIP code)

**C Applicant information**

Answer the following

- 1. **Other than a traffic infraction**, have you been convicted of a crime, misdemeanor or felony in this state, any other state, any other jurisdiction, or by the federal government within the past ten years? . . . . .  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, any other jurisdiction, or by the federal government? . . . . .  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, any other jurisdiction, or by the federal government? . . . . .  Yes  No
- 4. **Other than a divorce or bankruptcy**, 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, any other jurisdiction, or by the federal government? . . . . .  Yes  No

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

If you answered "yes" to **questions 1 or 2**, please provide the following information:

Charges	
Names under which you were convicted	
Where convicted ( <i>City, County, State</i> )	Dates of convictions
What were you convicted of and what was your sentence?	

If you answered "yes" to **question 3**, please provide the following information:

Name of license, certification or permit	Action taken ( <i>Fined, suspended, revoked, refused, or denied</i> )
Location ( <i>City, County, State</i> )	Date of action
Reason for action and resolution (if any)	

If you answered "yes" to **question 4**, please provide the following information:

Type of civil court order, verdict, or judgment	
Where charged ( <i>City, County, State</i> )	Date of order, verdict, or judgment

# STOP!

You (the Notary Public applicant) must complete this page in front of a Notary Public. If *all* of the instructions below are not followed correctly, you will have to complete and submit a new Declaration of Applicant and your Notary Public appointment will be delayed.

## Instructions for the applicant

1. The Notary Public will properly identify you and place you under oath.
2. After the Notary places you under oath, you must:
  - Swear to or affirm that the information in the Declaration of Applicant is true.
  - Print your Notary Appointment Name on the Declaration exactly as it appears in section A of your application.
  - Sign the Declaration in front of the Notary, using your Notary Appointment Name exactly as it appears in section A of your application.
  - Date the Declaration in front of the Notary.

## Instructions for the Notary Public

1. Confirm the identity of the applicant and place him/her under oath.
2. Have the applicant swear to (or affirm) the information in the Declaration of Applicant.
3. Have the applicant sign and date the Declaration of Applicant.
4. Fill in the name of the county in which you are notarizing.
5. Date the Declaration of Applicant. This date must match the date the applicant signed.
6. Sign your name exactly as it appears on your stamp or seal.
7. Print your name under your signature. Your title is "Notary Public."
8. Fill in the expiration date for your Notary Public appointment.
9. Affix your stamp or seal in the space indicated.

**Failure to follow any of these instructions by you or the Notary will result in the delay of your license.**

### **D** Declaration of applicant

I, \_\_\_\_\_, solemnly swear or affirm under penalty of  
Print your **Notary Appointment Name** exactly as shown in section A of this application

perjury that the personal information I have provided in this application is true, complete, and correct; that I have carefully read the materials available at the Notary Public website 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.

Applicant:  
sign here →  
in front of  
a notary

**X**

Sign using your **Notary Appointment Name**

Date signed

State of Washington

County of \_\_\_\_\_

On this day, \_\_\_\_\_, \_\_\_\_\_ appeared before me,  
Date Applicant full legal name

signed this Declaration of Applicant, and swore (or affirmed) that he/she understood its contents and that its contents are truthful.

(Seal or stamp)

Signature

Printed or stamped name

Title

My appointment expires \_\_\_\_\_

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