Click here to START or CLEAR, then hit the TAB button

WASHINGTON STATE DEPARTMENT OF LICENSING

Notary Public Commission Application

Apply for commission as a Notary Public:
Online: www.dol.wa.gov/business/notary/nrequirements
Or by mail: **Notary Public Program**
Department of Licensing
PO Box 3777
Seattle WA 98124-3777

25601-APPLICATIONS

If you apply by mail, include:
- This completed form
- The non-refundable application fee in a check or money order payable to: Department of Licensing
- A copy of your **signed** $10,000 surety bond

For questions or language help call: (360) 664-1550

Application type *(choose one only)*

☐ New application for Notary Public commission only – **$30**
☐ New application for Notary Public commission with electronic notary endorsement – **$45**

Eligibility questions – If you answer No to any of these questions, you can't apply. Application fees won't be refunded.

Answer the following

1. Are you a citizen or permanent legal resident of the United States? . . . . . ☐ Yes ☐ No
   RCW 42.45.200. A Notary Public must be a citizen or a permanent legal resident of the United States.
2. Can you read and write English? . . . . . ☐ Yes ☐ No
3. Have you ever applied for or been a Notary Public in the state of Washington? . . . . . ☐ Yes ☐ No

   If yes, under what license numbers? _____

Check one

☐ I am a Washington resident.
☐ I am not a Washington resident, but I have a place of employment or practice in Washington.
The Washington physical address of my place of employment or practice is:

_____

Applicant information

TYPE OR PRINT Notary commission name *(Name as you would like it to appear on your notary seal/license as allowed in WAC 308-30-030(2))*	
Full legal name (*First, Middle, Last)* No initials	
Birthdate (mm/dd/yyyy)	Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN)*
Personal mailing address (*PO Box or street including apartment/suite #, City, State, ZIP code)*	
(Area code) Phone number	Email

Military? *(check if applicable)*
Current or former: ☐ Military member ☐ Military spouse or domestic partner

*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

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Legal background

If you answer "Yes," to any of the questions below, attach a detailed explanation and any related court documents.

In this state or any other jurisdiction are you or have you:

1. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) . . . . . ☐ Yes ☐ No
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . . ☐ Yes ☐ No
3. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . . ☐ Yes ☐ No

Electronic Notary endorsement – Complete this section only if you are requesting this endorsement

If you have electronic software, provide the name and effective date *(date you will begin using the software)*.

Name of electronic software	Effective date

If you don't have an electronic software provider at this time:

- You must provide this information within **30 days** of the issue date of your Notary Public commission.
- If you fail to do so, we may take disciplinary action against your commission, which may include revoking your endorsement.
- **You can't perform any electronic notarizations** until you have provided us with the name of the electronic software you will be using.
- Submit the name of your electronic software either:
  - **Online** at professions.dol.wa.gov. Access your account using the requested login information, then select *Add* under the Requirements section of your account dashboard.
  - **Email** to notaries@dol.wa.gov. Include your Notary Public commission name and license number in the email.

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Important!

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 Oath of Office and your Notary Public commission 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 Oath of Office is true.
   - Print your Notary commission name on the Oath exactly as it appears in section A of your application.
   - Sign the Oath in front of the Notary, using your Notary commission name exactly as it appears in section A of your application.
   - Date the Oath 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 Oath of Office.
3. Have the applicant sign and date the Oath of Office.
4. Fill in the name of the county in which you are notarizing.
5. Date the Oath. 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.

Oath of Office

I, _____, solemnly swear or affirm under penalty of
Print your **Notary commission name**

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 and rules. 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 commission name** Date signed

State of Washington

County of _____

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

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

_____
Signature

(Seal or stamp)

_____
Printed or stamped name

_____
Title

My commission expires _____