



# Notary Public Commission Application



Apply for commission as a Notary Public:  
Online: <https://professions.dol.wa.gov>  
Or by mail: **Notary Public Program**  
**Department of Licensing**  
**PO Box 3777**  
**Seattle WA 98124-3777**



- 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 – \$40
- New application for Notary Public commission with electronic notary endorsement – \$55

Licenses are available for self-printing with an online account.  
If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

- \$0 self-print license online.
- \$5 each. DOL print and mail license. Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

**Eligibility questions**–If you answer No to either 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

### 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: <input type="checkbox"/> Military member <input type="checkbox"/> Military spouse or domestic partner	
Previous license? Have you ever applied for or been a Notary Public in the state of Washington? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name or license numbers? _____	
Residency <input type="checkbox"/> I am a Washington resident. <input type="checkbox"/> 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: _____	

\*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).

## Legal background

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . .  Yes  No
2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) . . . . .  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](http://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](mailto:notaries@dol.wa.gov). Include your Notary Public commission name and license number in the email.

**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 as you would like it to appear on your notary seal/license as allowed in WAC 308-30-030(2). This must match as it appears on your online application.
  - Sign the Oath in front of the Notary with your Notary commission name.
  - Date the Oath in front of the Notary.

**Instructions for the licensed notary public**

1. Confirm the identity of the applicant and place them 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. Complete the notarial certificate including county, date, and your signature.
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.

<b>Oath of Office</b>	
<p>I, _____, solemnly swear or affirm under  <small style="color: red;">Applicant: Print your notary commission name</small></p> <p>penalty of 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.</p> <p style="text-align: center;"><small style="color: red;">Applicant: Sign and date here → <b>X</b> in front of a notary</small></p>	<p style="text-align: center;">Sign using your <b>Notary commission name</b> <span style="float: right;">Date signed</span></p>
<p>State of Washington</p> <p>County of _____</p> <p>On this day, _____, _____ appeared before me,  <small style="margin-left: 20px;">Date</small> <small style="margin-left: 100px;">Applicant full legal name</small></p> <p>signed this Oath of Office, and swore (or affirmed) that they understood its contents and that its contents are truthful.</p>	
<p style="text-align: center;">(Seal or stamp)</p>	<p>_____ Signature</p> <p>_____ Printed or stamped name</p> <p>_____ Title</p> <p>My commission expires _____</p>