



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



**If you renew by mail, include:**

- This completed form
- The non-refundable renewal fee in a check or money order (payable to Department of Licensing)
- A copy of your **signed** \$10,000 surety bond

**If your commission has expired**, you can't renew your commission. You must apply for a new one. Use the [Notary Public Commission Application](#).

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

Application type (*choose only one*)

- Renewal of Notary Public commission—**\$42**
- Renewal of Notary Public commission with electronic notary endorsement—**\$57**

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 \$ \_\_\_\_\_

Applicant information

<b>TYPE OR PRINT</b> Notary commission name ( <i>Name as you would like it to appear on your notary seal/license</i> )	
Full legal name ( <i>First, Middle, Last</i> ) No initials	Birthdate ( <i>mm/dd/yyyy</i> )
License number	Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN)*
Personal mailing address ( <i>PO Box or street including apartment/suite, City, State, ZIP code</i> )	
10-digit phone number	Email
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 if you already have an electronic notary endorsement**

Check one

- There are no changes to my electronic software information.
- I need to add or remove an electronic software. *(Complete the information below.)*

Action	Name of electronic software	Effective date
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		
<input type="checkbox"/> Add <input type="checkbox"/> Remove		

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_

TYPE or PRINT Name

\_\_\_\_\_

X

\_\_\_\_\_

Signature

\_\_\_\_\_

Date and place

**If you provide false information in this application, we may deny, suspend, or revoke your Washington Notary Public Commission license.**