

Add a Remote Notary Endorsement

You must have an Electronic Notary endorsement to apply for a Remote Notary license. You can apply for both at the same time.

The Electronic Notary endorsement has a fee of \$15. There is no fee for a Remote Notary endorsement.

These instructions assume you already have an Electronic Notary endorsement.

1. **Click Professional Licenses** in the gray navigation bar at the top of the page.



2. **Click the link for the Notary Public license.**

Professional Licenses

Tanya Tayberry
[Update legal name](#)

Email: dijohnson@dol.wa.gov **Mailing address:**
 PO Box 17751
 Olympia, WA 98502

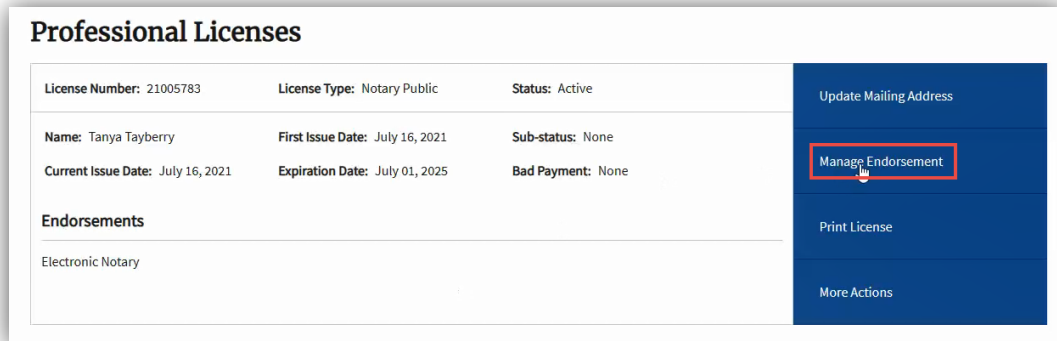
Alternate email: None
 Mobile Phone: 555.555.5555 [Change address](#)

Other Phone: None
[Update contact information](#)

[Apply for new license](#)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
21005783	Notary Public	July 01, 2025	Active	None	

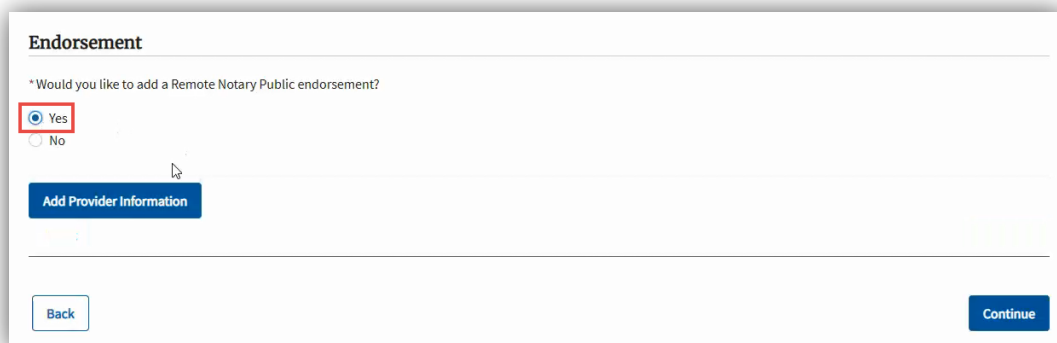
3. Click Manage Endorsements in the blue menu bar on the right-hand side of the page.



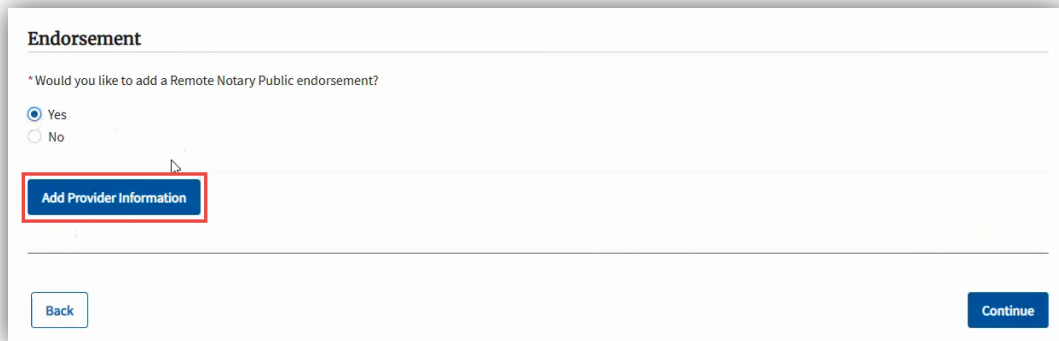
4. Click the Add Endorsement button.



5. Click Yes for the Remote Notary endorsement question. An Add Provider Information button will appear.

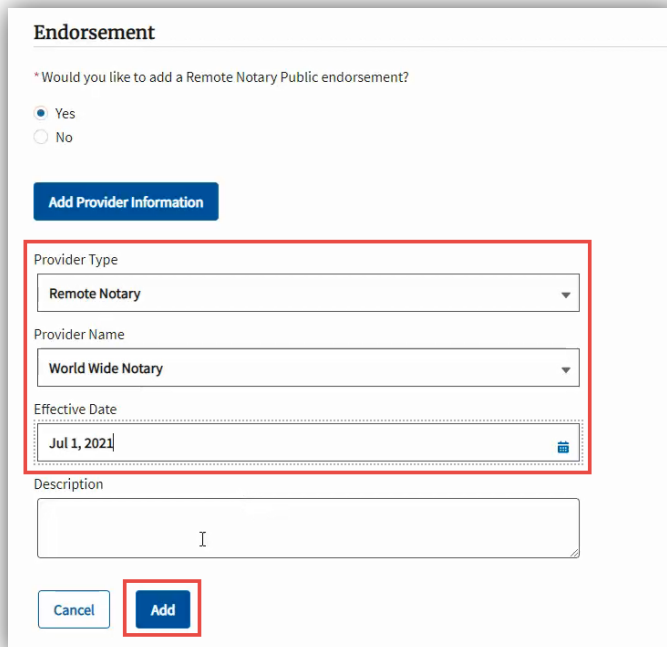


6. If you want to provide information about your software provider, **click** the Add Provider Information button.
- If you don't want to add this information now, **click** the Continue button and go to step 9.
 - You must provide this information within 30 days of getting the Remote Notary endorsement.



The screenshot shows a form titled "Endorsement". At the top, it asks, "* Would you like to add a Remote Notary Public endorsement?". There are two radio buttons: "Yes" (which is selected) and "No". Below this, a blue button labeled "Add Provider Information" is highlighted with a red rectangular box. At the bottom of the form, there are two buttons: "Back" on the left and "Continue" on the right.

7. **Select or enter** the information about your software provider and **click** the Add button.
- If you select Other in the Provider Name field, you must enter the name of your provider in the Description field. We'll review your provider and let you know if this provider is acceptable.



The screenshot shows the "Endorsement" form with the "Add Provider Information" button now a dark blue button. Below it, a red box highlights the "Provider Type" dropdown menu (set to "Remote Notary"), the "Provider Name" dropdown menu (set to "World Wide Notary"), and the "Effective Date" field (set to "Jul 1, 2021"). Below these fields is a "Description" text area. At the bottom, there are two buttons: "Cancel" and "Add", with the "Add" button highlighted by a red box.

8. The information about the software provider will be displayed.
- If you want to add another software provider, **click** the Add Provider Information button and **repeat** step 7.
 - **Click** Continue to move forward.

Endorsement

*Would you like to add a Remote Notary Public endorsement?

Yes
 No

Provider Type	Provider Name	Effective Date
Remote Notary	World Wide Notary	7/1/2021

Description

[Add Provider Information](#)

[Back](#) [Continue](#)

9. **Read and check** each of the certification statements, **enter** your name exactly as shown below the Signature field, and **click** Continue.

Review

Questions Review

Would you like to add a Remote Notary Public endorsement?
Yes

I certify that

- I understand I am required to keep a notary journal.
- I understand I am responsible for obtaining my official notary stamp/seal and must keep it in a locked and secure area.
- I understand I may only notarize a document when the person signing is present and has been identified at the time of notarization.
- I understand I may not notarize my own signature or the signature of my spouse or domestic partner, nor notarize any document in which I may have a direct beneficial interest.
- I have read and understand the laws and rules regulating Notaries Public as contained in Chapter 42.45 RCW and Chapter 308-30 WAC.

Declaration

I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

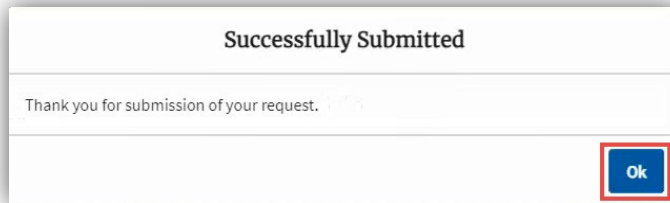
Please type your legal name as shown below.

Tanya Tayberry

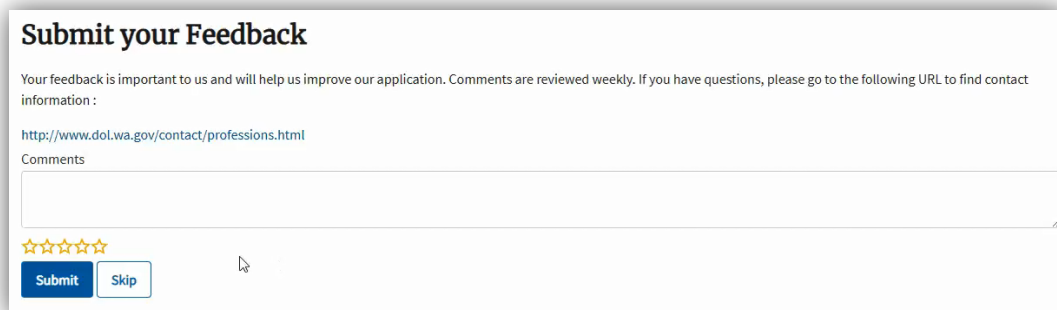
Tanya Tayberry

[Back](#) [Continue](#)

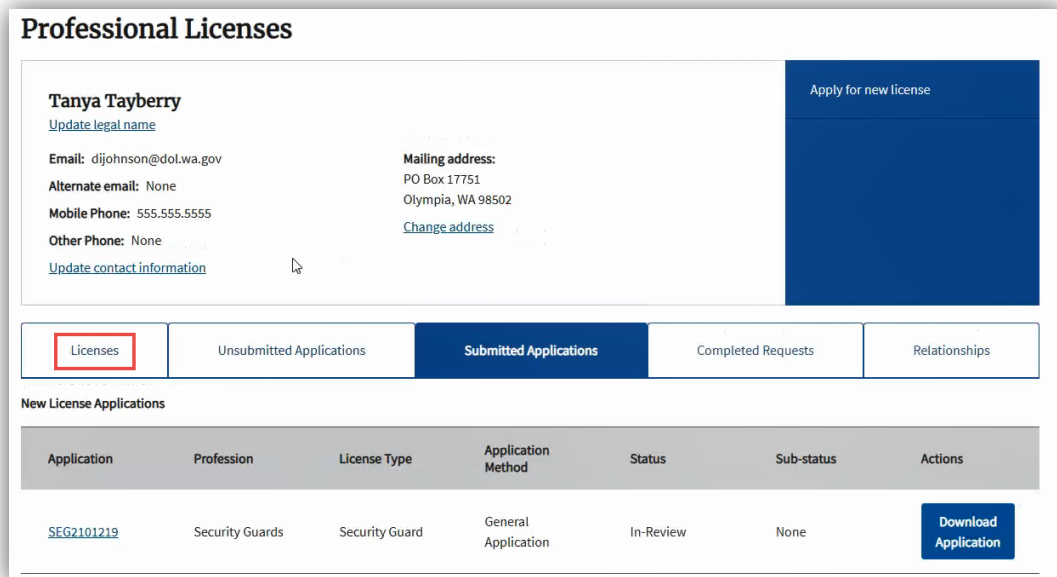
10. Click Ok at the pop-up.



11. Enter any comments and a star rating and click Submit OR click Skip.



12. Click the Licenses tab.



13. Click the link for the Notary Public license.

Professional Licenses

Tanya Tayberry
[Update legal name](#)

Email: dijohnson@dol.wa.gov Mailing address:
 PO Box 17751
 Olympia, WA 98502
[Change address](#)

Alternate email: None
 Mobile Phone: 555.555.5555
 Other Phone: None
[Update contact information](#)

Apply for new license

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
21005783	Notary Public	July 01, 2025	Active	None	

14. The Remote Notary endorsement will be added to your license.

Professional Licenses

License Number: 21005783 License Type: Notary Public Status: Active

Name: Tanya Tayberry First Issue Date: July 16, 2021 Sub-status: None

Current Issue Date: July 16, 2021 Expiration Date: July 01, 2025 Bad Payment: None

Endorsements

Electronic Notary
 Remote Notary

Update Mailing Address
 Manage Endorsement
 Print License
 More Actions

15. If you didn't provide Software Provider information, you must do so within 30 days or your endorsement will be removed from your license.