

208 James St, Suite B, Seattle, WA 98104

Phone: (206) 622-2643 (800) 886-5299 Fax: (206) 628-4690

Fax: (206) 628-4690 info@beanotary.com

Finest Quality, Fastest Service, At The Lowest Possible Cost!

# **IMPORTANT**

Thank you for choosing LMI Notary Service to assist with your Notary appointment. It is our mission to provide you with the best service and quality products that you will need to have while commissioned as a Notary Public.

### Below is a checklist for you to follow to complete your NEW Notary license:

#### IF YOU CHOSE TO SELF-FILE: IF YOU CHOSE TO HAVE LMI FILE: **1.** Download your bond from www.BeANotary.com/my-**1**. Download your bond from www.BeANotary.com/my-account/ account/ **2.** Sign and date your Notary Bond **2.** Sign and date your Notary Bond **3.** Complete pages 2-4 of this PDF, which is the required **3.** Complete pages 2-4 of this PDF, which is the State application. Application may also be found here: required State application. Application may also be http://www.dol.wa.gov/forms/659007.pdf found here: **4.** Have your State Application notarized by another http://www.dol.wa.gov/forms/659007.pdf Notary Public. **4.** Upload your signed & dated Notary Bond **AND 5.** You will file your Notary Bond, State required your State required application to application, and your \$30.00 licensing fee with the www.BeANotary.com/my-account/ Department of Licensing. Their mailing address is: **5.** We will file your signed Notary Bond, State DEPARTMENT OF LICENSING, required application, and \$30 licensing fee with the DOL for you as soon as Step 4 has been completed. **BUSINESS AND PROFESSIONS DIVISON** PO BOX 35001 **6.** The State will get your new notary license into SEATTLE, WA 98124-3401 production. The standard turnaround time to **4.** After you have paid your licensing fee, the State will receive your new notary license from the DOL is 4-5 get your new notary license into production. The weeks. standard turnaround time to receive your license from the DOL is 4-5 weeks. **FINAL STEP**: **7.** Upload a copy of your new notary license to **FINAL STEP:** www.BeANotary.com/my-account/ as we do not **5.** Upload a copy of your new notary license to receive a copy of your license from the DOL. We

Call with any questions you may have during this process.

www.BeANotary.com/my-account/ as we do not receive

a copy of your license from the DOL. We cannot legally

create your new notary supplies without a copy of your

notary supplies will arrive to the 'ship to' address you

**6.** Approximately 5 -7 business days later, your new

have provided. That's everything!

new license.

without a copy of your new license.

you have provided. That's everything!

cannot legally create your new notary supplies

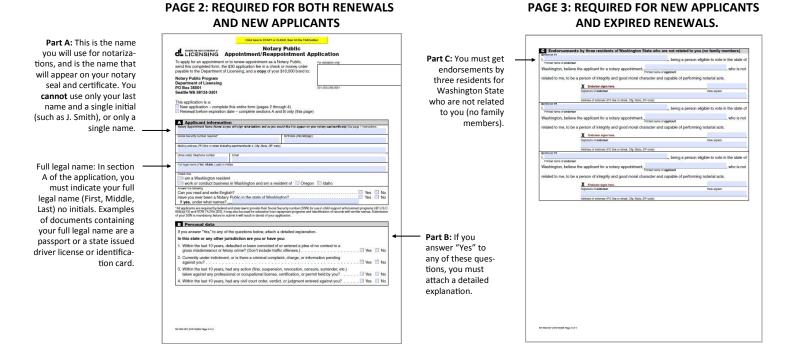
**8.** Approximately 5-7 business days later, your new

notary supplies will arrive to the 'ship to' address

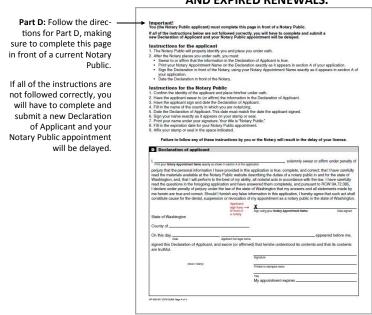
# How to complete your Washington Notary Application

Below is a sample of your State application. Failure to complete any part of the application will result in state rejection of your application. File the State application and your signed Notary bond with the state or upload to <a href="https://www.BeANotary.com/my-account/">www.BeANotary.com/my-account/</a>.

- 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 sections A and B (page 2) of the application.



## PAGE 4: REQUIRED FOR NEW APPLICANTS AND EXPIRED RENEWALS.





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### **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** 

validation only	

Department of Licensing		221 222 252 2221				
PO Box 35001 Seattle WA 98124-3401			001-000-256-0001			
This application is a:	his antira form (nagos 2 throu	ah 4)				
<ul> <li>New application – complete this entire form (pages 2 through 4)</li> <li>Renewal before expiration date – complete sections A and B only (this page)</li> </ul>						
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						
Notary Appointment Name (Name as you	u wiii sigii notanzations and as you wou	nu nke n to appear on your	Thotary Seaucerunicate) See page 1 instructions			
Social Security number required*		Birthdate (mm/dd/yyyy)				
Mailing address (PO Box or street including	g apartment/suite #, City, State, ZIP code)					
(Area code) Telephone number	Email					
Full level was a / First Middle I and a finish	-1-					
Full legal name (First, Middle, Last) no initia	ais					
Check one						
☐ I am a Washington resident☐ I work or conduct business		ent of $\square$ Oregon	□ Idaho			
Answer the following						
Can you read and write English?						
If <b>yes</b> , under what names? _	- abno in the state of tracining					
			se in child support enforcement programs (42 U.S.C. ntification of records with similar names. Submission			
of your SSN is mandatory; failure to sub	omit it will result in denial of your appli	cation.	milication of records with similar marries. Submission			
B Personal data						
If you answer "Yes," to any of the	he questions below, attach a c	detailed explanation.				
In this state or any other juri	sdiction are you or have yo	u:				
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.)						
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you?						
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?						
4. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? $\Box$ Yes $\Box$ No						

<b>Endorsements</b> by three residents of Washington State who	are not related to you (no family members)	
I, Printed name of endorser	, being a person eligible to vote in the state of	
Washington, believe the applicant for a notary appointment, Printed name	, who is not	
related to me, to be a person of integrity and good moral character and	d capable of performing notarial acts.	
Signature of <b>endorser</b>	Date signed	
Address of endorser (PO Box or street, City, State, ZIP code)		
I, Printed name of endorser	, being a person eligible to vote in the state of	
Washington, believe the applicant for a notary appointment, Printed name	of applicant, who is not	
related to me, to be a person of integrity and good moral character and	d capable of performing notarial acts.	
X		
Signature of <b>endorser</b>	Date signed	
Address of endorser (PO Box or street, City, State, ZIP code)		
I, Printed name of endorser	, being a person eligible to vote in the state of	
Washington, believe the applicant for a notary appointment, Printed name	of applicant, who is not	
related to me, to be a person of integrity and good moral character and	d capable of performing notarial acts.	
X Signature of endorser	Date signed	
Address of endorser (PO Box or street, City, State, ZIP code)		

#### **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 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 affirn	n under penalty of			
Print your <b>Notary Appointment Name</b> exactly as shown	in section A of this appl	ication				
read the materials available at the Notary Washington; and, that I will perform to the read the questions in the foregoing applica I declare under penalty of perjury under the me herein are true and correct. Should I fu	Public website de best of my ability ation and have an law of the state arnish any false in	application is true, complete, and correct; that escribing the duties of a notary public in and formation, all notarial acts in accordance with the law. I swered them completely, and pursuant to RC of Washington that my answers and all states formation in this application, I hereby agree the my appointment as a notary public in the states.	or the state of have carefully W 9A.72.085, ments made by hat such act shall			
·	Applicant:	X				
	sign here in front of	Sign using your Notary Appointment Name	Date signed			
State of Washington	a notary	organism grant and grant grant grant and grant g	Date eigned			
County of						
On this day,,		appea	red before me,			
Date	Applicant full legal name	appea	,			
signed this Declaration of Applicant, 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 appointment expires				