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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:**

- 1. Download your bond from [www.BeANotary.com/my-account/](http://www.BeANotary.com/my-account/)
- 2. Sign and date your Notary Bond
- 3. Complete pages 2-4 of this PDF, which is the required State application. Application may also be found here: <http://www.dol.wa.gov/forms/659007.pdf>
- 4. Have your State Application notarized by another Notary Public.
- 5. You will file your Notary Bond, State required application, and your \$30.00 licensing fee with the Department of Licensing. Their mailing address is:  
*DEPARTMENT OF LICENSING,  
BUSINESS AND PROFESSIONS DIVISION  
PO BOX 35001  
SEATTLE, WA 98124-3401*
- 4. After you have paid your licensing fee, the State will get your new notary license into production. The standard turnaround time to receive your license from the DOL is 4-5 weeks.

### **FINAL STEP:**

- 5. Upload a copy of your new notary license to [www.BeANotary.com/my-account/](http://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 new license.
- 6. Approximately 5 -7 business days later, your new notary supplies will arrive to the 'ship to' address you have provided. That's everything!

### **IF YOU CHOSE TO HAVE LMI FILE:**

- 1. Download your bond from [www.BeANotary.com/my-account/](http://www.BeANotary.com/my-account/)
- 2. Sign and date your Notary Bond
- 3. Complete pages 2-4 of this PDF, which is the required State application. Application may also be found here: <http://www.dol.wa.gov/forms/659007.pdf>
- 4. Upload your signed & dated Notary Bond **AND** your State required application to [www.BeANotary.com/my-account/](http://www.BeANotary.com/my-account/)
- 5. We will file your signed Notary Bond, State required application, and \$30 licensing fee with the DOL for you as soon as Step 4 has been completed.
- 6. The State will get your new notary license into production. The standard turnaround time to receive your new notary license from the DOL is 4-5 weeks.

### **FINAL STEP:**

- 7. Upload a copy of your new notary license to [www.BeANotary.com/my-account/](http://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 new license.
- 8. Approximately 5-7 business days later, your new notary supplies will arrive to the 'ship to' address you have provided. That's everything!

*Call with any questions you may have during this process.*

# 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 [www.BeANotary.com/my-account/](http://www.BeANotary.com/my-account/).

- 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 2: REQUIRED FOR BOTH RENEWALS AND NEW APPLICANTS

**Part A:** This is the name you will use for notarizations, and is the name that will appear on your notary seal and certificate. You cannot use only your last name and a single initial (such as J. Smith), or only a single name.

Full legal name: In section A of the application, you must indicate your full legal name (First, Middle, Last) no initials. Examples of documents containing your full legal name are a passport or a state issued driver license or identification card.

**Click here to START or CLEAR, then fill the TAB function.**

**Washington State Department of Licensing**  
**Notary Public Appointment/Reappointment Application**

To apply for an appointment 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: [Address]

**Notary Public Program**  
Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401

This application is a:  
 New application - complete this entire form (pages 2 through 4)  
 Renewal before expiration date - complete sections A and B only (this page)

**A Applicant Information**  
 Notary Appointment Name (Name as you will sign notations and as you would like it to appear on your notary seal/certificate) (see page 1 instructions)  
 Social Security Number (required) (Don't include prefix) (SSN)  
 Mailing address (PO Box or street including apartment/suite #, City, State, ZIP code)  
 Full legal name (First, Middle, Last) no initials  
 Check one:  
 I am a Washington resident  
 I work or conduct business in Washington and am a resident of Oregon or Idaho  
 Can you read and write English? Yes No  
 Have you ever been a Notary Public in the state of Washington? Yes No  
 If yes, under what name(s)?

**B Personal data**  
 If you answer "Yes" to any of the questions below, attach a detailed explanation.  
 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  
 4. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? Yes No

**Part C:** You must get endorsements by three residents for Washington State who are not related to you (no family members).

**Part B:** If you answer "Yes" to any of these questions, you must attach a detailed explanation.

## PAGE 3: REQUIRED FOR NEW APPLICANTS AND EXPIRED RENEWALS.

**C Endorsements by three residents of Washington State who are not related to you (no family members)**

Endorser #1  
 I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.  
 Endorser signs here. Signature of endorser \_\_\_\_\_ Date signed \_\_\_\_\_  
 Address of endorser (PO Box or street, City, State, ZIP code) \_\_\_\_\_

Endorser #2  
 I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.  
 Endorser signs here. Signature of endorser \_\_\_\_\_ Date signed \_\_\_\_\_  
 Address of endorser (PO Box or street, City, State, ZIP code) \_\_\_\_\_

Endorser #3  
 I, \_\_\_\_\_, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.  
 Endorser signs here. Signature of endorser \_\_\_\_\_ Date signed \_\_\_\_\_  
 Address of endorser (PO Box or street, City, State, ZIP code) \_\_\_\_\_

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

**Part D:** Follow the directions for Part D, making sure to complete this page in front of a current Notary Public.

If all of the instructions are not followed correctly, you will have to complete and submit a new Declaration of Applicant and your Notary Public appointment will be delayed.

**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 affirm under 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. 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 your Notary Appointment Name \_\_\_\_\_ Date signed \_\_\_\_\_  
 State of Washington  
 County of \_\_\_\_\_

On this day, \_\_\_\_\_, \_\_\_\_\_ appeared before me,  
 signed this Declaration of Applicant, and swore (or affirmed) that he/she understood its contents and that its contents are truthful.

Signature \_\_\_\_\_  
 Printed or stamped name \_\_\_\_\_  
 Title \_\_\_\_\_  
 My appointment expires \_\_\_\_\_



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[info@beanotary.com](mailto:info@beanotary.com)

# 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  
Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401**

For validation only

001-000-256-0001

This application is a:

- New application – complete this entire form (pages 2 through 4)
- Renewal before expiration date – complete sections A and B only (this page)

<b>A Applicant information</b>	
<b>Notary Appointment Name</b> ( <i>Name as you will sign notarizations and as you would like it to appear on your notary seal/certificate</i> ) See page 1 Instructions	
Social Security number required*	Birthdate ( <i>mm/dd/yyyy</i> )
Mailing address ( <i>PO Box or street including apartment/suite #, City, State, ZIP code</i> )	
(Area code) Telephone number	Email
Full legal name ( <i>First, Middle, Last</i> ) no initials	
Check one <input type="checkbox"/> I am a Washington resident <input type="checkbox"/> I work or conduct business in Washington and am a resident of <input type="checkbox"/> Oregon <input type="checkbox"/> Idaho	
Answer the following Can you read and write English? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been a Notary Public in the state of Washington? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , under what names? _____	

\*All applicants are required by federal and state law to provide their Social Security number (SSN) for use in child support enforcement programs (42 U.S.C. 666(a)(13) and RCW 74.20A.320). It may also be used for education loan repayment programs and identification of records with similar names. Submission of your SSN is mandatory; failure to submit it will result in denial of your application.

<b>B Personal data</b>
If you answer "Yes," to any of the questions below, attach a detailed explanation.
<b>In this state or any other jurisdiction are you or have you:</b>
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.) . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> 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? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

**C Endorsements by three residents of Washington State who are not related to you (no family members)**

**Endorser #1**

I, \_\_\_\_\_, being a person eligible to vote in the state of  
Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not  
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

**X**

Signature of **endorser**

Date signed

Address of endorser (PO Box or street, City, State, ZIP code)

**Endorser #2**

I, \_\_\_\_\_, being a person eligible to vote in the state of  
Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not  
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

**X**

Signature of **endorser**

Date signed

Address of endorser (PO Box or street, City, State, ZIP code)

**Endorser #3**

I, \_\_\_\_\_, being a person eligible to vote in the state of  
Washington, believe the applicant for a notary appointment, \_\_\_\_\_, who is not  
related to me, to be a person of integrity and good moral character and 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.**

<b>D Declaration of applicant</b>	
<p>I, _____, solemnly swear or affirm under 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. 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; color: red; font-weight: bold;">Applicant: sign here → in front of a notary</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 Declaration of Applicant, and swore (or affirmed) that he/she understood its contents and that its contents are truthful.</p>	<p style="text-align: center; font-size: 2em; font-weight: bold; color: black;">X</p> <p style="text-align: center; font-size: 0.8em;">Sign using your <b>Notary Appointment Name</b> <span style="float: right;">Date signed</span></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Signature</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Printed or stamped name</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">Title</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center; font-size: 0.8em;">My appointment expires _____</p>
<p style="text-align: center; font-size: 0.8em;">(Seal or stamp)</p>	