



**Notary's Info: Name** \_\_\_\_\_  
 Ph #: \_\_\_\_\_ DOB: MM/DD/YYYY \_\_\_\_\_  
 Email: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

**LMI NOTARY SERVICE**  
 208 JAMES ST. SUITE B  
 SEATTLE, WA 98104  
 TEL: (206)622-2643 \* 1-800-886-5299  
 FAX: (206)628-4690  
 www.BeANotary.com  
 EMAIL: renewal@BeANotary.com

WASHINGTON

**BECOME A NOTARY PUBLIC—BYPASS THIS FORM AND APPLY ONLINE**

[www.BeANotary.com](http://www.BeANotary.com)

The State of Washington has updated their process and renewing your notary has been simplified! To bypass completing this form, [APPLY ONLINE](http://www.BeANotary.com) at [www.BeANotary.com](http://www.BeANotary.com) OR:

1. Complete this form and obtain the following: (1) Your **mandatory** \$10,000.00 Notary Bond (2) Optional Errors & Omissions Insurance, (3) Notary marking device(s), supplies, and optional notary seminar.
2. Return this form and your completed State Application via email, fax or mail to **LMI Notary Service**. Upon receiving we will create and email your new notary bond to you.
3. Upload a copy of your signed bond to the DOL online at: <http://www.dol.wa.gov/business/notary/nrenew.html> and pay the \$30.00 licensing fee to them directly. You can obtain your license number here first if you need: <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>
4. Send a copy of your new notary license once you have received it from the DOL so we can create and ship your new supplies

**PLEASE USE THE FOLLOWING TO COMPUTE THE PRICE FOR THE OPTIONS YOU NEED**

MANDATORY	COST	QTY	TOTAL
<b>Notary Bond (\$10,000)</b> required by state	\$50.00	1	50.00
Notary License Fee required by state	\$30.00		
LMI Filing Handling Fee	\$15.00		

*OR I will file my LMI Notary bond and pay the \$30.00 State fee directly with DOL : PLEASE INITIAL* \_\_\_\_\_

OPTIONAL Errors & Omissions Insurance	COST	QTY	TOTAL
Errors & Omissions Insurance (\$15,000.00) (equates to \$1.05/month)	\$50.00		
Errors & Omissions Insurance (\$25,000.00) (equates to \$1.25/month)	\$65.00		
Errors & Omissions Insurance (\$30,000.00) (equates to \$1.46/month)	\$70.00		
Errors & Omissions Insurance (\$50,000.00) (equates to \$1.88/month)	\$100.00		
Errors & Omissions Insurance (\$100,000.00) (equates to \$2.92/month)	\$140.00		

***I understand that by not selecting one of the Error and Omission Insurance Options that I will have no personal coverage or protection as a Notary Public; PLEASE INITIAL*** \_\_\_\_\_

MARKING DEVICES (includes shipping, handling and tax)	COST	QTY	TOTAL
1 Embossing Seal with handle and pouch	\$54.00		
Embossing Seal Recut Present Clip for Change of Name & Year (Not shown)	\$38.50		
2 Pre-Inked Slim Style Circular "Hockey Puck" Stamp	Blk	Other	\$57.75
3 Pre-Inked Slim Style Rectangular Stamp	Blk	Other	\$57.50
4 Pre-Inked Circular Stamp	Blk	Other	\$57.75
5 Pre-Inked Rectangular Stamp	Blk	Other	\$57.50
6 Self-inking Circular Rubber Stamp	Blk	Other	\$57.00
7 Rubber Stamp (requires stamp pad)	Circular	Rect	\$43.00
8 Notary Public Record Book room for 500 entries			\$28.00
Seal Highlighter For use with embossers (Not shown)	Blk		\$27.00
LMI Educational Notary Seminar (Not shown)			\$150.00

**GRAND TOTAL** \_\_\_\_\_



I authorize LMI Notary Service to charge to following credit card: Type: Email Address \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_ Exp: MM/YYYY  
 Security Code: 3 digits on back of card Cardholder Signature \_\_\_\_\_  
 Please enter new address if different from above: \_\_\_\_\_

# Notary Public Commission Application

To apply for commission as a Notary Public, send this completed form, the 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 for Notary Public commission only – \$30. Complete sections A, B, and D.
- New application for Notary Public commission with electronic notary endorsement – \$45. Complete all sections.
- Application to add electronic Notary endorsement to existing Notary Public commission – \$15. Complete all sections.  
(The endorsement will expire with your Notary Public commission.)

<b>A Applicant information</b>	
<p>New applicants for Notary Public commission, answer the following</p> <p>Are you a citizen or permanent legal resident of the United States? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you answer "No," you do not qualify as a Notary Public according to state law RCW 42.45.200.</p> <p>If you submit this application, the application fee will not be refunded. All answers are subject to public disclosure.</p>	
<p><b>Notary commission name</b> (<i>Name as you will sign notarizations and as you would like it to appear on your notary seal/license</i>) See page 1 Instructions</p>	
<p>Social Security number required*</p>	<p>Birthdate (<i>mm/dd/yyyy</i>)</p>
<p>Personal mailing address (<i>PO Box or street including apartment/suite #, City, State, ZIP code</i>)</p>	
<p>(Area code) Telephone number</p>	<p>Email</p>
<p>Full legal name (<i>First, Middle, Last</i>) no initials</p>	
<p>Answer the following</p> <p>Can you read and write English? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever applied for or been a Notary Public in the state of Washington? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, under what names and license numbers? _____</p>	
<p>Check one</p> <p><input type="checkbox"/> I am a Washington resident. Go to section B.</p> <p><input type="checkbox"/> I am not a Washington resident, but I have a place of employment or practice in Washington.</p> <p>Physical address of place of employment or practice (street including apartment/suite #, City, State, ZIP code), must be in Washington:</p> <p>_____</p>	

\*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>
<p>If you answer "Yes," to any of the questions below, attach a detailed explanation and any related court documents.</p> <p><b>In this state or any other jurisdiction are you or have you:</b></p> <p>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</p> <p>2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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</p> <p>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</p>

**C Electronic Notary endorsement – Complete this section only if you are requesting this endorsement**

Name of electronic software providers you will use for electronic notarizations and the effective date *(date you will begin using the software)*.

Name of electronic software provider	Effective date

\*If you do not provide this information on this application, you must supply it to us within 30 days of the issuance of your commission. Failure to do so may result in disciplinary action against your commission, up to and including revocation of your endorsement.

**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 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 Declaration of Applicant is true.
  - Print your Notary commission 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 commission 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 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; color: red; font-size: small;">Applicant: Sign here in front of a notary. →</p> <p style="text-align: center; font-size: 2em; font-weight: bold; margin: 0;">X</p> <p style="text-align: center; font-size: small; margin: 0;">Sign using your <b>Notary commission name</b> _____ Date signed _____</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: x-small;">(Seal or stamp)</p>	<p>_____ Signature</p> <p>_____ Printed or stamped name</p> <p>_____ Title</p> <p>My appointment expires _____</p>