



208 James St, Suite B, Seattle, WA 98104

Phone: (206) 622-2643

(800) 886-5299

Fax: (206) 628-4690

[info@beanotary.com](mailto: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 process:**

- ☐ 1. Download your Notary Bond from [www.BeANotary.com](http://www.BeANotary.com)
- ☐ 2. Sign and date your Notary Bond
- ☐ 3. Complete the State Application, which is attached (Pages 2-5). The State application can also be found here:  
[http://ltgov.alaska.gov/Mallott\\_media/notary/AKNotaryApp.pdf](http://ltgov.alaska.gov/Mallott_media/notary/AKNotaryApp.pdf)
- ☐ 4. Have your State Application notarized by another Notary Public.
- ☐ 5. Upload your signed Notary Bond completed State application to  
[www.BeANotary.com](http://www.BeANotary.com) for processing.
- ☐ 6. We will then process and file your Notary Bond, State application, and \$40 licensing fee with the Secretary of State.

### **FINAL STEP:**

- ☐ 7. If ordering a notary seal or stamp, you must upload a copy of your new notary certificate to [www.BeANotary.com](http://www.BeANotary.com)
- ☐ 8. Once we receive a copy of your new license we will get your new stamp into production and mailed to you within approximately 7 business days.

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

# Alaska Notary Commission Application

1. \_\_\_\_\_  
Print your name exactly as you will sign your notarizations, and as it will appear on your notary seal and commission certificate
2. \_\_\_\_\_  
Print your full name (First, Middle, Last)
3. Information about your most recent Alaska notary commission (if applicable)  
Name (if different than what you entered in #1/2 above) \_\_\_\_\_  
Prior Commission Number \_\_\_\_\_  
Prior Commission Expiration Date \_\_\_\_\_
4. \_\_\_\_\_  
Name of the city where you will perform most of your notarizations
5. Applicant's Personal Contact Information:  
Email \_\_\_\_\_  
Telephone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Fax \_\_\_\_\_
6. Applicant's Publicly Available Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Applicant's Residence Address (No P.O. Boxes):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
Applicant's Employer/Business Name
9. \_\_\_\_\_  
Employer/Business phone number at the location where you work
10. \_\_\_\_\_  
Employer/Business complete physical address at the location where you work (No P.O. Boxes)

**11. To be commissioned as a notary public, a person**

- ☐ Shall be at least 18 years of age.
- ☐ Shall reside legally in the United States.
- ☐ May not, within 10 years before the commission takes effect, have been convicted of a felony or incarcerated in a correctional facility for a felony conviction.
- ☐ May not, within 10 years before the commission takes effect have had a notary public commission revoked for failure to comply with notary law or for incompetence or malfeasance in carrying out the duties of notary public.
- ☐ Shall have established residency in this state by being physically present in the state with the intent to remain indefinitely and by maintaining a place of abode in the state.

**12. Oath**

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Alaska and that I will faithfully discharge my duties as notary public to the best of my ability. The information provided on this application form is truthful and accurate and I meet all of the requirements to be commissioned an Alaska Notary Public. I acknowledge that I am personally liable for every notarial act that I perform.

\_\_\_\_\_  
**Applicant's Notarized Signature**

Subscribed and sworn (or affirmed) to before me by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public's Signature**

**My Commission Expires:** \_\_\_\_\_

# **Alaska Notary Commission Application Form Instructions**

1. State law requires consistency between the name on your notary commission certificate, notary seal and how you sign your notarizations. Please print (don't sign!) legibly the version of your name that you will actually sign when performing your notarizations on this line. This will be the name that is printed on your commission certificate and notary seal and will be how you must sign all notarizations you perform during the entire term of this commission (e.g. S. Clark)
2. Please enter your full legal name (e.g. Steve M. Clark or Albert James Clark.)
3. If your current commission is about to expire and you are submitting an application for a new commission early to avoid any gaps in between the two commissions this information can be helpful, especially if your name on the current/prior commission is different than on this application.
4. Please indicate the name of the city where you actually perform the majority of your notarizations. We use this information to determine the level of notarial service available in each community and to help the public locate notaries in the field.
5. Please provide your personal and direct contact information. This information will only be used to contact you regarding any problems with your application and for other official business. It will not be available to the public.
6. State law requires you to provide a publicly available mailing address. This address will be freely available to anyone that requests it and will be used to send you commission materials and any correspondence from our office. It is available to notary supply vendors, other notary organizations and to the general public. Use any valid mailing address you wish and please remember to update this information with us when it changes.
7. State law also requires you to provide your actual residence address. This information remains confidential and will not be available to the public unless you also provide it as your publicly available mailing address.
8. Please print your employer's official business name.
9. Please print your employer's business contact phone number.

10. Please provide the complete physical address of the location where you work. Do not use a central corporate address, only the address where you will be working.
11. Please carefully read the qualifications for obtaining a notary commission in Alaska. If you have ever had a notary commission denied, suspended or revoked in any jurisdiction in any country please contact the notary office for further instruction before submitting your application.
12. This oath must be administered to you by a notary public and your signature on the oath must be notarized. Before you take the oath please familiarize yourself with Alaska's notary statutes that were updated on July 1, 2005. The notary statutes can be accessed on the notary web site (<http://ltgov.state.ak.us/notary/>). Please contact the notary office at 465-3509 or by email at [notary@gov.state.ak.us](mailto:notary@gov.state.ak.us) for assistance or with any questions.

**Application checklist:**

- ☐ Completed original Notary Bond ?
- ☐ Completed original Application form with notarized signature on item #12 (Oath) ?
- ☐ \$40.00 application fee included? (Please make checks payable to "State of Alaska")

**Mail the original completed application materials to:**

Office of Lt. Governor  
Notary Office  
240 Main Street, Room 301  
Juneau, Alaska 99801

Please do not submit partial applications. The bond, application form and fee should be mailed together.

Phone 465-3509 or email [notary@gov.state.ak.us](mailto:notary@gov.state.ak.us) for assistance.