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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 renewal. 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 bond from www.BeANotary.com website
- ☐ 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 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!

Call with any questions you may have during this process!

WADOLNEW

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)

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

Social Security number required*

Birthdate (*mm/dd/yyyy*)

Mailing address (*PO Box or street including apartment/suite #, City, State, ZIP code*)

(Area code) Telephone number

Email

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 ☐ Idaho

Answer the following

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 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 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

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
Printed name of **endorser**
Washington, believe the applicant for a notary appointment, _____, who is not
Printed name of **applicant**
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

XSignature 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
Printed name of **endorser**
Washington, believe the applicant for a notary appointment, _____, who is not
Printed name of **applicant**
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

XSignature 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
Printed name of **endorser**
Washington, believe the applicant for a notary appointment, _____, who is not
Printed name of **applicant**
related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

XSignature 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 affirm under penalty of
Print your **Notary Appointment Name** exactly as shown in section A of this application

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 here →
in front of
a notary

X

Sign using your **Notary Appointment Name**

Date signed

State of Washington

County of _____

On this day, _____, _____ appeared before me,
Date Applicant full legal name

signed this Declaration of Applicant, and swore (or affirmed) that he/she understood its contents and that its contents are truthful.

(Seal or stamp)

Signature

Printed or stamped name

Title

My appointment expires _____