



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 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](http://www.BeANotary.com) website
- ☐ 2. Sign and date your Notary Bond
- ☐ 3. Complete page 2 of this PDF, which is the required Sections A & B of the State application (required for renewals). The required application can also be found here: <http://www.dol.wa.gov/forms/659007.pdf>
- ☐ 4. Upload your signed & dated Notary Bond **AND** your State required one page application to [www.BeANotary.com](http://www.BeANotary.com)
- ☐ 5. We will file your signed Notary Bond, State required application, and \$30 licensing fee with the DOL for you. The DOL accepts renewals **within 120 days** prior to your current expiration date, no sooner as the State does not accept renewals any sooner.
- ☐ 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](http://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.
- ☐ 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!*

# 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