

Notary Public Electronic Notarization Endorsement Application

Use this form to add an electronic notarization endorsement to an existing Notary Public Commission. Send this completed form and a check or money order for the **\$15 fee**, payable to the Department of Licensing to:

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

For validation only

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001-000-256-0001

A Applicant information		
Notary commission name <i>(Name as it appears on your license)</i>		
License number	Last 4 digits of Social Security number	Birthdate <i>(mm/dd/yyyy)</i>

B Electronic notary endorsement									
<p>If you have an electronic software provider, provide the name and effective date <i>(date you will begin using the software)</i>.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%; padding: 5px;">Name of electronic software provider</th> <th style="width: 30%; padding: 5px;">Effective date</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>		Name of electronic software provider	Effective date						
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<p>If you do not have an electronic software provider at this time:</p> <ul style="list-style-type: none"> You must provide this information within 30 days of the issue date of your Notary Public commission. If you fail to do so, we may take disciplinary action against your commission, which may include revoking your endorsement. You cannot perform any electronic notarizations until you have provided us with the name of the electronic software provider you will be using. Submit the name of your electronic software provider either: <ul style="list-style-type: none"> Online at dol.wa.gov/services/professionslogin. Access your account using the requested login information, then select <i>Add</i> under the Requirements section of your account dashboard. Email to notaries@dol.wa.gov. Include your Notary Public commission name and license number in the email. 									

If you provide false information in this application, we may deny, suspend, or revoke your Washington Notary Public Commission license.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

 Date and place signed

X

 Signature