



Complete the Application

- If you are a first-time applicant, or if you are **renewing your appointment after your expiration date**, complete the application form in full.
- You must swear or affirm and **sign** the Declaration of Applicant **in front of a notary public**.
- If you are renewing your appointment before your expiration date, complete only the Applicant Information and Applicant Personal Data sections of the application.
- Your Social Security Number is required [RCW 26.23.150].
- The state requires your last name and at least your first and middle initials [RCW 42.44.050].
- Your printed name on the Application (Page 1) must match the printed name and signature on the Declaration of Applicant (Page 3).
- Have your three endorsers fill out and place their signatures under the **Endorsements Section**.
- If you answered any questions in the **Applicant Personal Section** "Yes", you will need to explain the answer in the space provided.

Select additional Notary supplies from our Order Form

- **Washington notaries should use a journal as recommended by the State of Washington — select item B** from the order form.
- **E&O Insurance is highly recommended** as it protects you the notary. Notary Bonds protect the public, not you the Notary Public.

Send your payment information to us with the application

- Mail the completed application and order form to us with payment to the above address.
- We accept check/money orders or credit cards.
- Please note we must have the original application and not a copy.
- We will proof your application to make sure it is complete and return it to you with your notary bond which you will need to sign.
- Mail the original 3 page application, a copy of the bond (you keep the original) and \$30 made payable to:
Washington State Treasurer, Department of Licensing, P.O. Box 9048, Olympia, WA 98507-9048
- The state will commission you and send you a notary certificate.
- Please fax the certificate to 1-800-224-6368 so we can manufacture your official notary seal and ship any other supplies you have ordered.
- Mail payment & application to:
Huckleberry Notary Bonding, Inc, PO Box 940489, Maitland, FL 32794-0489.

We are here for you. Any questions or comments, please call us at 1-800-422-1555.

HUCKLEBERRY NOTARY BONDING INC • TOLL FREE 800.422.1555 • FAX 800.224.6368

Notary Public Appointment Or Reappointment Application



dol.wa.gov

FOR VALIDATION ONLY

001-000-256-0001

A \$10,000 surety bond must be provided. Please send a copy.

Make remittance payable to State Treasurer.
Send your application, bond, and fee to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Applicant Information

Please type or print clearly in dark ink

Your name will appear on your notary certificate and seal or stamp, and you must sign all notarial acts as:

Name	_____	Gender	M	F
	<small>First name or initial Middle name or initial (required) Last name</small>			
Social Security No.	_____	Date of birth	_____	Daytime telephone ()
			<small>MM DD YYYY</small>	
Address	_____	City	State	Zip code
	<small>P.O. Box or street</small>			
Have you ever been a notary public in the state of Washington?	Yes	No		
If yes, under what name(s)?	_____			

Endorsements of the applicant by 3 residents of Washington State

I, _____, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, _____, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.	
<small>Printed name of endorser no.1</small>	<small>Printed name of applicant</small>
_____	_____
<small>Signature of endorser no. 1</small>	<small>Date signed</small>
Address _____	_____
<small>P. O. Box or street</small>	<small>City State Zip code</small>

I, _____, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, _____, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.	
<small>Printed name of endorser no.2</small>	<small>Printed name of applicant</small>
_____	_____
<small>Signature of endorser no. 2</small>	<small>Date signed</small>
Address _____	_____
<small>P. O. Box or street</small>	<small>City State Zip code</small>

I, _____, being a person eligible to vote in the state of Washington, believe the applicant for a notary appointment, _____, who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.	
<small>Printed name of endorser no.3</small>	<small>Printed name of applicant</small>
_____	_____
<small>Signature of endorser no. 3</small>	<small>Date signed</small>
Address _____	_____
<small>P. O. Box or street</small>	<small>City State Zip code</small>

Applicant Personal Data

1. Have you been convicted of a crime, misdemeanor or felony in this state, any other state, by the federal government, or any other jurisdiction within the past ten years, other than a traffic infraction? **Yes** **No**
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? **Yes** **No**
3. Has any professional or occupational license, certification, or permit held by you, been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? **Yes** **No**
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in this state, any other state, by the federal government, or any other jurisdiction? **Yes** **No**

Please explain all "Yes" answers in the space below. You may attach additional sheets, if necessary.

Explanation for all Personal Data section affirmative answers

Charge(s):

Date(s) of convictions(s):

Civil judgment(s) or order(s):

Disposition of charge(s):

Additional information:

Instructions for Completing the Declaration of Applicant



Important – the steps below must be completed properly and in the presence of both the Notary Public and you.

1. You must appear before a Notary Public and be properly identified.
2. The Notary Public must place you under oath.
3. You must
 - swear to or affirm the Declaration to the Notary
 - print your name on the Declaration
 - sign the Declaration in the presence of the Notary, using your name exactly as stated in the “Applicant Information” section
 - date the Declaration at the same time you sign it
4. The Notary Public must
 - affix his or her stamp or seal in the appropriate place
 - date the notary certificate
 - sign his or her name exactly as it is on the stamp or seal
 - print his or her name under the signature
 - fill in the county and expiration date

Declaration of Applicant

I, _____, solemnly swear or affirm under penalty of
Print name exactly as in “Applicant Information” section
perjury that the personal information I have provided in this application is true, complete, and correct; that I have carefully read the materials provided 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.

State of Washington, _____
county of _____
Sign exactly as in “Applicant Information” section _____
Date _____

Signed and sworn to **before me** on this _____ day of _____, _____

X _____
Signature of Notary Public

Printed name of Notary Public

Expiration date of Notary Public appointment

Stamp/seal in space above

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

Become a Professional Signing Agent by attending a training seminar near you.



Melanie's direct toll-free number is 1-800-852-5878

A **Professional Signing Agent** is a Notary that is expertly trained to handle mortgage loan documents, specifically the signing and notarization of such documents. **Professional Signing Agents** are earning \$75 to \$150 per signing appointment.

With interest rates so low, home prices falling and becoming more affordable, and the number of homeowners who are refinancing, **Professional Signing Agents** are in demand by lenders, title agencies and escrow companies. Why not use the notary seal you currently have and earn extra money during the evenings and on weekends? Why not start your own **Professional Signing Agent** business and be in control of your own hours and income?

Want more information and class dates? Call our registrars Melanie and Maureen toll-free today.

Maureen's direct toll-free number is 1-888-668-2790.



Both can answer any question you have and give you more information about becoming a Professional Notary Signing Agent.

Or visit notaries.com and sign up online today. Seating is limited.

CALL NOW to find out more about this 3.5 hour seminar and ask about our new low price.