

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.

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 _____
X _____
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



Since 1964



PO Box 940489
Maitland, Florida 32794-0489

☎ : (800) 422-1555
☎ : (800) 224-6368
✉ : notaryhelp@notaries.com
🌐 : www.notaries.com

WASHINGTON NEW AND RENEWING NOTARY

REQUIRED ITEMS DESCRIPTION (Meets/exceeds all requirements of Washington Notary Law)	PRICE	SUBTOTAL
Notary Package: Includes Four Year State Required \$10,000 Notary Bond, Customized Self-Inking Stamp (12 colors to choose from) and a Certificate Suitable for Framing. Circle Stamp Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Mango <input type="checkbox"/> Lilac <input type="checkbox"/> Gray <input type="checkbox"/> Neon Pink <input type="checkbox"/> Neon Orange <input type="checkbox"/> Neon Green (If you do not choose a color for your stamp, you will receive gray)	\$75	\$75
Recommended Errors & Omissions Insurance Upgrade - Choose One		+
\$10,000 Coverage	\$35.00	
\$15,000 Coverage	\$45.00	
\$20,000 Coverage	\$55.00	
\$25,000 Coverage	\$65.00	
\$30,000 Coverage	\$75.00	
\$50,000 Coverage	\$110.00	
\$100,000 Coverage	\$170.00	
ADDITIONAL NOTARY TOOLS		+
Customized Notary Embosser Seal (4 colors to choose from) <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red Circle Seal Color Choice (If you do not choose a color, you will receive black) Black, Pink, Blue, & Red embossers match black, pink, blue and red customized self-inking notary stamps for a uniformed look.	\$35.00	
Record Keeping Journal for Notaries	\$15.00	\$15.00
Inkless Pocket-Sized Finger Printer to Compliment Journal	\$10.00	
Display Sign	\$6.00	
		+
Shipping & Handling	\$11.95	\$11.95
All Customized Self-Inking Notary Stamps come with state required black ink. The choice of color is for the stamp casing only and not ink.	Amount Enclosed	

Thank you for your interest in becoming a notary public. Our company has made the process simple. Because we are officially approved by the Secretary of State and the Department of Insurance to file your application, we can promise fast turnaround and excellent customer service. Plus, your customized self-inking notary stamp is made in our own in-house stamp and seal division, ensuring a high quality product and timely delivery.

Should you require additional information, please call on us.

Sincerely,
Derrick Huckleberry

1. Mail the completed application and order form to us with payment.

Huckleberry Notary Bonding, Inc.
Home Office Notary Processing
P O Box 940489
Maitland, FL 32794-0489

2. 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.
3. After you receive the bond from us as mentioned above, mail the original 3 page application, a copy of the bond (you keep the original) and \$30 made payable to:
 Notary Public Program, Department of Licensing,
 P.O. Box 35001, Seattle, WA 98124-3401
4. The state will commission you and send you a notary certificate. Please scan and email it to info@notaries.com or fax it to 1-800-224-6368 so we can manufacture your official notary seal and ship any other supplies you have ordered.



CHECK/MONEY ORDER

CARD NUMBER:

EXPIRATION DATE:

SECURITY CODE:

NAME ON CARD: _____

SIGNATURE OF CARDHOLDER: _____

DAYTIME PHONE NUMBER: (_____) - _____ - _____ EMAIL ADDRESS: _____

*All prices are for a four (4) Year notary term as required by law.

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

PRODUCT DESCRIPTIONS



CUSTOMIZED NOTARY EMBOSSER SEAL \$35

Our hand-held embosser seal creates a beautiful raised impression every time. This optional seal puts the finishing touch on your notarizations and is widely recognized when used on documents going to other states or international countries. Available in your choice of colors: black, pink, blue or red. Match it up with a gray, pink, red or blue customized self-inking notary stamp!



RECORD KEEPING JOURNAL FOR NOTARIES \$15

Notaries in Texas are required to keep a record of all notarizations. Our Journal helps you keep a record of your notarial acts and even includes a space for finger prints. Pair it up with our Inkless Finger Printer!



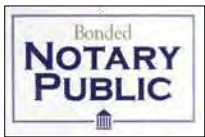
INKLESS FINGER PRINTER \$10

Easy to use and no mess when used in conjunction with our Record Keeping Journal for Notaries. It's a great fraud deterrent.



ROUND SELF-INKING NOTARY STAMP \$46

Our round self-inking notary stamp replaces or can be used in addition to our rectangular notary stamp. Creates crisp/clear impressions every time.



NOTARY PUBLIC DISPLAY SIGN \$6

Our display sign lets others know you're a Notary.



CUSTOMIZED SELF-INKING NOTARY STAMP \$32

Nine color choices to choose from and customized with your name, commission number and expiration date. It's the "gold" standard among notary stamps. Order an extra one to keep in your car, home or office.



NOTARY LIABILITY INSURANCE (NOTARY ERRORS AND OMISSIONS)

Notary Errors & Omissions Insurance is a critical component of any notary's portfolio. It protects you, the notary, against any potentially devastating financial costs of lawsuits that could result from an error you make while acting in your official capacity as a notary. While not required, it's necessary in today's litigious climate and is available at affordable rates that coincide with your notary term. Here are several E&O facts:

- It safeguards you against costly time-consuming lawsuits. Even if the suit is frivolous, you could be faced with a large legal bill for defending yourself. Our policy covers legal fees.
- Your notary bond required by the state doesn't protect you. This is a common misconception. It merely protects those you notarize for. If a claim is filed against your bond, you have to reimburse the insurance company for any payments they make on your behalf. Unless have Notary Errors & Omissions Insurance. It provides primary protection and pays the claim first.
- **Employer policies do not protect you** No matter what you are told, you are individually responsible for your own actions as a notary, even if you notarize only for work related purposes.
- Errors and Omissions coverage includes forgetting to affix your notary stamp to the document, not properly identifying the person signing the document, and other simple and common mistakes.

Errors & Omissions Insurance provides you with peace of mind, protecting you against any claim for an act or omission and personal liability while acting in the capacity of Notary Public. It also provides coverage for all defense costs and pays from the first cent. Furthermore, you'll have no repayment of claims back to the insurance company. No deductible, coverage on and off the job and affordable protection. Don't notarize without it.