



Quick-Start Check List

Your Notary seal or stamp must be updated for your new four year term, and a new \$10,000.00 Notary bond must be issued. If you have Errors & Omissions Insurance, that is optional, this also must be renewed.

1. Please check one of the following:

- I have received a renewal card from the State, and my term **has not expired**.—Please send the card to us instead of a State application along with this form with the bottom section completed and any changes in your name or address indicated.
- My term has not expired and I have not received a renewal card. —Please submit this form with the bottom section completed, including your address, phone number and expiration date.
- My Notary term has expired**.—Please submit a completed, notarized State application with endorser signatures. The endorsers must list their full address, including zip code, and the application must be notarized.

2. Return, to the address above, the completed and notarized application, the renewal card and/or this form, with a check (payable to LMI Notary Service), Visa or MC number, for the amount to be determined below.

3. We will then send you your NEW notary bond for you to sign and return to **LMI NOTARY SERVICE**. Once we receive your completed bond, your entire application is **immediately** hand-delivered to the Department of Professional Licensing in Olympia where it is processed, and your Notary Public certification is issued. You should receive your certificate in the mail, at the address on your application, approximately **4-6 weeks later**.

KEEP your present seal and use it until the expiration date. After you receive your new appointment (certificate), you will need to send us a copy of that certificate along with your notary embossing clip (if we are recutting your existing clip), or we will issue your new notary seal or stamp. **DO NOT SEND ANY PAPERWORK OR MONEY TO THE STATE!**

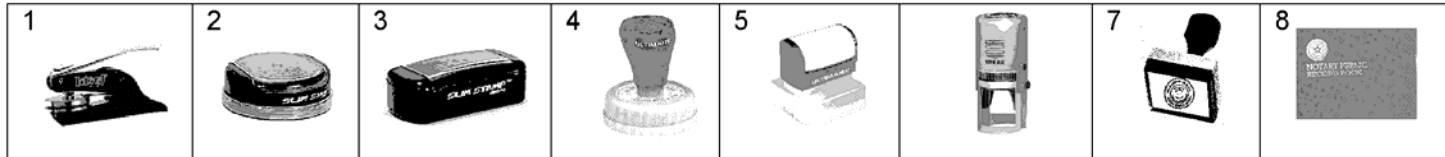
4. PLEASE USE THE FOLLOWING TO COMPUTE THE PRICE FOR THE OPTIONS YOU DESIRE

Notary Bond <i>required by state</i> (\$10,000.00)	50.00	50.00
Notary License Fee <i>required by state</i>		
(DO NOT DUPLICATE FEES, WILL RESULT IN A DELAY)	30.00	30.00
	Sub Total:	80.00
		for E&O add

OPTIONAL

Errors & Omissions Insurance <i>optional</i> (\$15,000.00)	[equates to \$1.05/month]	50.00	_____
Errors & Omissions Insurance <i>optional</i> (\$25,000.00)	[equates to \$1.25/month]	60.00	_____
Errors & Omissions Insurance <i>optional</i> (\$30,000.00)	[equates to \$1.46/month]	70.00	_____

YOU MUST ALSO UPDATE YOUR MARKING DEVICE



MARKING DEVICES (YOU MAY PICK ONE OR MORE)

1) Embossing Seal <i>with handle and pouch</i>	43.60	_____
Embossing Seal <i>Recut Present Clip for Change of Name & Year (Not shown)</i>	34.80	_____
2) Pre-Inked Slim Style Circular "Hockey Puck" Stamp Color: Blk___ Other___	51.75	_____
3) Pre-Inked Slim Style Rectangular Stamp Color: Blk___ Other___	51.50	_____
4) Pre-Inked Circular Stamp Color: Blk___ Other___	51.75	_____
5) Pre-Inked Rectangular Stamp Color: Blk___ Other___	51.50	_____
6) Self-inking Circular Rubber Stamp Color: Blk___ Other___	51.00	_____
7) Rubber Stamp <i>(requires stamp pad)</i> Circular___ Rectangular___	38.00	_____
8) Notary Public Record Book <i>room for 500 entries</i>	22.50	_____
Seal Highlighter <i>For use with embossers</i> Blk___ Blue___ <i>(Not shown)</i>	20.75	_____
	TOTAL \$	_____

*Other stamps and supplies available upon request
 *All prices include shipping, handling, and tax

For Credit Cards Orders, Visa/MC #: _____ Exp Date: _____
 Please Complete Name of Cardholder: _____ Signature of Cardholder: _____

NOTARY PUBLIC BOND RENEWAL INFORMATION (Please complete all information below.)

Date of Birth: _____ Applicant's Name: _____
 Expiration Date: _____ (Last, First, Middle Name or Initial if Used)
 Daytime Phone: _____ Street: _____
 Social Security Number: _____ City: _____ State: _____ Zip: _____
 (Required by State) County: _____ E-Mail Address: _____



Notary Public Appointment Or Reappointment Application

FOR VALIDATION ONLY

001-000-256-0001

FEE: \$30.00

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
First name or initial Middle name or initial (required) Last name

Social Security No. _____ Date of birth _____ Daytime telephone () _____
MM DD YYYY

Address _____
P.O. Box or street City State Zip code

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
Printed name of endorser no.1
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 1 Date signed
Address _____
P. O. Box or street City State Zip code

I, _____, being a person eligible to vote in the state of
Printed name of endorser no.2
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 2 Date signed
Address _____
P. O. Box or street City State Zip code

I, _____, being a person eligible to vote in the state of
Printed name of endorser no.3
Washington, believe the applicant for a notary appointment, _____,
Printed name of applicant
who is not related to me, to be a person of integrity and good moral character and capable of performing notarial acts.

Signature of endorser no. 3 Date signed
Address _____
P. O. Box or street City State Zip code

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



P.O. Box 1378
 Mercer Island, WA 98040
 (425) 688-9908
 www.BeANotary.com



LMI Educational Services Presents

NOTARY PUBLIC EDUCATIONAL SEMINAR

FEATURING JEROME O. COHEN, J.D.
 ATTORNEY AT LAW

Date: To Be Determined
 9:00 am to 1:00 pm
 CBIC Conference Center
 1213 Valley St.
 Seattle, Washington

Get the information you need to make notarizations that conform to statutory and ethical requirements and learn how to prevent mistakes that could incur liability to you, your employer or your clients.

BENEFITS:

- Learn the Notary Public Law from Attorney Jerome O. Cohen, who will also provide you his contact information and will be available to answer questions you may have in the future
- Receive a Certificate of Completion
- Take home a binder full of information you can use for future reference
- Gain peace of mind and confidence to perform notarizations

FEES:

\$150 per person

\$125 each for two or more attendants

\$99 each for four or more attendants

Make checks payable to:
LMI EDUCATIONAL SERVICES
P.O. Box 1378
Mercer Island, WA 98040

REGISTRATION FORM

Name:

Day Phone:

Home Mailing Address:

Fax:

Email:

Company/Firm:

Company/Firm Address:

Notary Appointment Expiration Date:

It doesn't matter how long you have been a Notary or how often you notarize, if you need to increase your effectiveness and ensure that every notarization is correct and lawful, this workshop is for you.