

# Notary Bond & Notary Kit Order Form Washington

Integrity Surety's Washington Notary Kit includes:  
\$10,000 Notary Bond, Notary Ink Stamp, Notary Journal, \$5,000 Errors & Omissions Insurance  
**Kit Price: \$8 .0 for the 4-year Term**

## Step 1: Complete this Bond Application

**Notary Name:** (Exactly As will appear on Commission) \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Effective Date of Appointment and Bond:** \_\_\_\_\_ Insurance agent (if known) \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Step 2: Optional Additional Errors & Omissions Insurance Coverage

E&O Coverage is an insurance coverage that is separate from the \$10,000 Notary Bond.

E&O is not required by the State to be a Notary. E&O protects you, the notary. Your Notary Kit includes both the \$10,000 required Notary Bond, and \$5,000 E&O coverage. If additional E&O coverage is desired, check the appropriate box, and add the additional premium to the Kit Price for payment.

	<b>Total Limit of E&amp;O Coverage</b>	<b>Additional Premium</b>
<input type="checkbox"/>	\$5,000	\$0 - Included in Kit
<input type="checkbox"/>	\$10,000	\$25.00 additional
<input type="checkbox"/>	\$15,000	\$40.00 additional
<input type="checkbox"/>	\$30,000	\$60.00 additional

## Step 3: Make Payment

Complete attached Credit Card Authorization Form and return to us with this application.

You may securely send your documents to us via the "Secure Upload" tool at [www.integritysurety.com](http://www.integritysurety.com) or return to us via any method you prefer. You may call in your payment info if you prefer.

## Step 4: How should we deliver your Bond?

The State of Washington only requires a copy of your Notary Bond.

Would you like your bond delivered via  **Email** or  **USPS mail**?

## Step 5: Apply to State for your Notary Appointment

When you receive your bond from us, submit the completed WA DOL Notary Public Appointment Application, a copy of your \$10,000 Notary Bond, and the State's application fee to:

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

## Step 6: Get your Stamp and Journal

The State will send your Notary Public Appointment Certificate within 4-6 weeks.

When received, send us the Certificate via Email to [submissions@integritysurety.com](mailto:submissions@integritysurety.com) or fax to 888-315-5403

Within 2 weeks, you will receive your Notary Stamp and Notary Journal in the mail.

By signing below you are requesting issuance of this bond with the information provided above, and agree to have Integrity Surety LLC either bill your account current (if appointed Agency), or are enclosing full payment with this application. Note that this is a term bond and cannot be cancelled. Coverage is not effective until approved by a Company Underwriter.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## AUTHORIZATION TO CHARGE CREDIT CARD FOR THE PAYMENT OF BOND PREMIUM AND/OR FEES

The undersigned, having made application for a surety bond(s) to be issued by Integrity Surety LLC, hereby authorizes Integrity Surety LLC, its employees, agents or representatives to charge premium, or fees not to exceed the sum \$ \_\_\_\_\_ as may be applicable for the issuance of said bond(s) to the credit card account more fully described below.

For Payment of Quote Number / Bond Number / Invoice Number: \_\_\_\_\_

Card Type:      Visa            Mastercard            Discover

Applicant Name: \_\_\_\_\_ (if different from cardholder)

Name of Cardholder: \_\_\_\_\_ (exactly as printed on card)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC Number: \_\_\_\_\_ (last 3 digits on back of card)

Email address of Cardholder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (MUST be where credit card bill is received)

City, State, Zip: \_\_\_\_\_ (MUST be where credit card bill is received)

**If you use a debit card**, your bank may place a hold on your account for the full anticipated amount even if the transaction is declined. This is a hold your bank places on your card and could be held by your bank for 72 hours or more from the time of processing your card even if the transaction is declined. Integrity Surety is not involved with bank holds and cannot "release" them.

**I hereby declare** that I am the holder of the above credit/debit card, or have been authorized by the holder of said card, to use it to pay premium(s) or fees for surety bond(s) provided by Integrity Surety LLC, its employees, agents or representatives.

**I understand** that incorrect information may result in transaction declination, delay of bond issuance, or holding of funds by my banking institution.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We recommend completed forms be faxed to 888-315-5403, or securely uploaded via  
the "Secure Upload" tab/tool on our website [www.integritysurety.com](http://www.integritysurety.com)



The previous pages are your Bond Application and Bond Order Form, to purchase your \$10,000 Notary Bond.

**THIS IS NOT YOUR WASHINGTON NOTARY PUBLIC APPOINTMENT APPLICATION.**

When you receive your bond from us, you must apply to the State of Washington for your Notary Public Appointment. The State of Washington Notary Application is different from the Bond Application.

The State of Washington now has optional Electronic Notary Endorsement that you may choose to apply for. This endorsement option has changed the Notary Application process.

Visit <https://www.dol.wa.gov/business/notary/nrequirements.html> for information and instructions on how to choose your Notary Appointment options and complete the Notary Appointment Application process.