

Change of Employment During Commission

By checking this box, I confirm that my current employer has given me permission to take my commission with me.

Please Fill Out This Form, Scan It and Email it to Us at notary@dc.gov

You must include a letter of request from your new employer stating why they need you to perform notarial services. This letter must be on letterhead with a physical DC address and a DC phone number. It must have an original signature or valid electronic signature along with the typed name and title of the supervisor.

You must also provide proof you have notified your surety bond company of the change in employment.

You may then scan the letter and proof you have notified your surety bond company and send it with the form to notary@dc.gov.

Name as it appears on your Commission: _____

Expiration Date of Current Commission: _____

Type of commission you hold: Business: _____ Residential: _____ Government: _____ Dual: _____

Previous Employer: _____

Previous Address: _____

New Employer: _____

New Address: _____

I have attached proof of notification my surety bond company has been notified. _____

I have attached the required letter of request. _____

Have you been listed on our Search for a Notary Public Map by address? Yes ___ No ___ Don't Know ___

Do you wish to be listed on our Search for a Notary Public Map by address? Yes ___ No ___