

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](mailto: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 of request and proof you have notified your surety bond company and send it with the form to [notary@dc.gov](mailto:notary@dc.gov).**

Name as it appears on your Commission:

Expiration Date of Current Commission:

Type of Commission: Business:                      Government                      Residential:                      Dual:

Previous Employer:

**New Employer:**

**New Address:**

**New Phone:**

**New Email:**

I have included the letter of request from my new employer:                      Yes:                      No:

I have notified my surety bond company and attached proof:                      Yes:                      No:

Have you been listed on our Search for a Notary Public Map by address?                      Yes:                      No:

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

Additional Comments: