



APPLICATION – CHECKLIST

Please be sure to follow these instructions when you fill out the application to become a notary:

- **You must live or work in the District of Columbia to become a notary public.** Therefore your residence and/or place of business must have a physical address within the District of Columbia; it may not be a Post Office Box.
- All applications **must** be typed. If they are not, they will be returned and will have to be resubmitted. Most computers can be used to type and print from this PDF version.
- Be sure to complete the entire application and be sure to date and sign it. An electronic signature must include the valid disclaimer. Copies of signatures are not allowed.
- **Please fill out your name on the application as you wish it to appear on your commission. At the top of the page fill out your name as it should appear on your commission. At the bottom, "I (your name) SHOULD BE IDENTICAL to the way you have signed your name.**
- **Our general procedures are to enter the last name and then the first name and middle name or initial. EX: Doe, Jane S. Or Doe, Jane Smith. If you want Doe Smith in the same column and Jane listed separately you must inform us of this on the application and/or in a separate letter.**
- You must complete the entire application. Even if you are applying for a business commission, you must complete the section with home address and contact information.
- **Be sure to use the email address you want us to send the emails to. If you are applying for a residential or dual commission, we will use or home email; if you are applying for a business commission, we will use the email address listed for your work. If this is a general work email, you may not receive notices promptly.**
- If your current commission has expired more than one year (12 months) prior to submitting the application you must apply as a new applicant and will be required to take the orientation session again.
- Your application fee of \$75: Checks or money orders are payable to "DC Treasurer." Checks or money orders must be in US dollars and drawn on a US Bank or from US Financial Institution. We cannot accept funds drawn on a foreign bank. Money orders from American Express or Western Union may be accepted.
- If you do not have a 202 area code on the application for your business, be sure to include an explanation and support that you live and/or work as to why you do not have a District of Columbia phone number.
- The letter of request must have a physical address in the District of Columbia; we do not accept Post Office Boxes as a valid address.
- The application and the letter of request must have an original signature or a valid electronic signature.
- The references included on the application may not be from the person who has written your letter of request.
- If you are applying for renewal (reappointment), you use the same application, but check renewal and you must include your expiration date of your current commission.
- If you are applying for a government commission – as a DC government employee, or a federal government employee with an office in the District of Columbia you still check "business" but you do not need to enclose a check or money order.
- If any or all of these items are not fulfilled you will receive a letter from our office specifying what items need to be corrected. Once you have made the necessary adjustments you may resubmit the application along with your check or money order and we will process the application. **Please be sure to include the denial letter when resubmitting your application.**

NOTES

- After approving the application for a new commission, applicants will be notified by email approximately three weeks later to attend the **mandatory** orientation session. If you do not have an email address, please state this on the application and future notices will be mailed.
- Following the orientation session, new applicants will then receive their appointment notice by email or mail approximately two-three weeks after orientation.
- All applicants for new and renewal commissions must have their names published in the *DC Register*.
- If you have applied for renewal less than 30 days before your expiration date, you may have a break in your commission. We will make every effort to put you on the next commission date. For example: If your commission expires on June 30th (your renewal date would have been July 1st), but if your application is not received by May 27th, which is the deadline date for this commission period, it is likely that you will not receive your new commission until at least July 15th.
- In summary, if your application is approved on the first submission, it will take about 30-45 days to receive your appointment notice.
- Unclaimed Commission: **A notary commission that is not claimed within 60 days from the date of issue by ONCA will be cancelled. Cancellation of commission requires the applicant to re-complete the entire process** i.e. submit a new application including the application fee and participate in the orientation program. ONCA may extend the deadline if the applicant provides a valid reason.
- All notaries public will have their name and contact information listed on the "Search for a Notary Public" map on the Office of the Secretary website. If you do not wish to be listed, please notify us at notary@dc.gov.