

## Notary Bond Instructions

1. Renewal notice or application completed for new appointments required as an attachment.
2. Purchase Requisition entered into PAS with the following information:  
  
Two vendors:           1. Parker Smith & Feek V# 163040-04  
                                  2. Dept of Licensing V#117222-03  
  
Two items:               1. 1 ea \$50.00 03-29 (obj-subobj) (pays for bond)  
                                  Notary Bond Appointment for:  
                                      Name of Notary  
                                      Address  
                                      City State Zip County  
                                      Business Telephone #  
                                      Date of Birth (not needed on renewals)  
                                      Prev appoint date & license # (renewal only)  
  
                                  2. 1 ea \$30.00 03-29 (pays for license from WA State)  
                                      License fee for notary appointment, per attached bond  
                                      and renewal/application.
3. Purchasing Dept. issues Purchase Order to Parker Smith & Feek Inc. for issuance of Notary Bond. Marsh will invoice PO for \$50 and then send \*original and a copy of the bond to applicant.
4. When original bond is received, Notary must sign bond & forward the original to Purchasing along with a completed UW invoice Voucher for \$30 Payable to:

Dept of Licensing  
Notary Section  
State of Washington  
PO Box 9027  
Olympia WA 98507-9027

**'Special Check Handling Instructions'** section on UW Invoice Voucher, should read:  
ORIGINAL BOND & RENEWAL NOTICE MUST BE SENT WITH PAYMENT!!  
(or application)

Item reads: Renewal/application fee for Notary Appointment; 1 ea \$30.00

(Notary Bond process continued)

5. Send the following to Purchasing, Box 351110 (with req. # written on all documents):
  - a. UW Invoice Voucher payable to Dept of Licensing for \$30
  - b. Original, signed bond
  - c. Original renewal notice/new completed application
6. Once all documents are received , Purchasing will process the purchase order & send all documents to Payables Administration for processing. Payables will send the check for \$30, Original Bond and Renewal Notice or New Application to Dept of Licensing.

NOTE:

State of Washington Dept of Licensing will send Certificate of Appointment to Notary applicant.

Once Certificate is received, a seal/stamp may be purchased, or existing seal/stamp may need to be corrected to reflect new appointment dates. Vendor commonly used for seal/stamp purchase is Mastermark V#110504-03, phone: 206-762-9610/fax: 206-763-8492. Enter a separate purchase requisition for the seal/stamp purchase.