



PO Box 2895
Renton, WA 98056
Phone: (425) 271-6353

**ATTORNEY &
NOTARY SUPPLY**
www.ansofwa.com
ans@ansofwa.net

433 Park Ave N
Renton, WA 98057
Fax: (425) 271-6396

NOTARY PUBLIC APPLICATION INSTRUCTIONS

As the premier Notary bonding company in Washington State we would like to offer our Notary Public processing service to you.

Our service includes; rapid issuance of the state required Notary Surety Bond, a full line of notarial supplies, Notary Errors and Omissions Insurance, as well as regularly scheduled training sessions throughout the state.

To become a Notary Public in the State of Washington you will need to personally create your notary profile online with the Notary Section at the Department of Licensing's Notary website www.dol.wa.gov/business/notary as well as purchase a notary surety bond.

Obtaining your bond from us and your license directly with the state:

1. Complete the enclosed Bond Application/ Declaration of Applicant page.
2. Complete the enclosed order form. This is where you order your required new notary bond as well as supplies and optional insurance.
3. Send these two pages to our office with the payment method of your choice.
 - Once we receive your request we will write your bond and send it to you via email.
4. Go to the Department of Licensing's Notary Section website <https://www.dol.wa.gov/business/notary> where, if you have not done so already, you will create your notary profile through the SecureAccess Washington (SAW) account. (Please allow half an hour for this step.)
 - Once you have established your profile, file your signed notary bond and notarized application.
 - Remember to print your notary license. We need a copy of it to manufacture and legally release your stamp.
5. If you have pre-ordered your supplies simply send us a copy of your notary license via email at license@ansofwa.net or fax 425-271-6396.
 - If you didn't pre-order your supplies you can order them at this time.

Should you not want to electronically file the new bond yourself we can accommodate you by paper processing your commission with the State of Washington's Notary Section for an additional \$10.

Please keep in mind that paper processing can take up to six weeks and requires different paperwork.

Call our office and we will email you that information.

Bond Information:

Name as you will sign on your commission:

(Must match as you use on the state application)

Personal mailing address:

Date of birth:

Daytime phone number:

Email address:

(This is the address we will send your bond)

Declaration of Applicant:

- I understand that information provided will be used for fulfilment of my order. Including writing my state required notary bond as well as issuance of supplies, training & optional insurance.
- I acknowledge that it is my responsibility to file my issued bond with the State of Washington Department of Licensing's Notary Section and that issued bonds will not be refunded or cancelled.
- I understand that the Washington State required Notary Bond offers me no personal/financial protection. For my protection I have been offered E&O Insurance as well as notary training.
- I acknowledge that my notary stamp will not be manufactured and cannot be legally released until I provide a copy of my new notary license to Attorney & Notary Supply, Inc.

Signature

Date

*Please return this page with your Commission Order Form to our office via:
E-mail: ans@ansofwa.net fax: 425-271-6396 or the U.S. Postal Service.*

ATTORNEY & NOTARY SUPPLY

Commission Order Form

P.O. Box 2895 Renton, WA 98056 · Phone (425) 271-6353 · Fax (425) 271-6396 · www.ansofwa.com

THE FOLLOWING INFORMATION IS REQUIRED FOR SHIPPING

Your Name: _____ Day Phone #: _____

Company Name: _____ Email: _____

Office Mailing Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____

If the shipping address provided is incorrect, you will be billed for the correction fee. **LOST SHIPMENTS WILL NOT BE REPLACED**

NON-TAXABLE REQUIRED ITEM	PRICE	QTY	TOTAL
Notary Surety Bond (Required)	50.00	1	50.00
Non-Taxable Optional Items			
Notary Training Seminar	135.00		
\$10,000 Notary E&O Insurance (4 years)	40.00		
\$15,000 Notary E&O Insurance (4 years)	50.00		
\$25,000 Notary E&O Insurance (4 years)	60.00		
\$30,000 Notary E&O Insurance (4 years)	70.00		
\$50,000 Notary E&O Insurance (4 years)	100.00		
\$100,000 Notary E&O Insurance (4 years)	200.00		
Total of Non-Taxable Items			
TAXABLE NOTARY SUPPLIES	PRICE	QTY	TOTAL
1. Self-Inking Ideal Stamps			
a. Round	41.50		
b. Rectangular	41.50		
c. Ink	7.00		
2. Pre Inked Slim Stamp, without handle			
a. Round	43.50		
b. Rectangular	43.50		
c. Ink	7.00		
3. Regular Style Stamp (stamp pad needed)			
a. Round	31.50		
b. Rectangular	31.50		
4. Ink Pads			
a. Black Stamp Pad	7.00		
b. Mylar Ink Kit	45.00		
5. Old Style Metal Embossing Seal Insert			
6. New Style Hand Held/Desk Combo Embossing Seal			
a. Complete Seal	36.50		
b. Insert Only	28.50		
7. Seal Impression Inker, with black or blue ink			
8. ANS Notary Journal			
a. Soft Cover-Spiral Bound-300 Entries	18.50		
b. Hard Cover-360 Entries	26.50		
9. Standard Notary Journal			
Soft Cover-Spiral Bound-300 Entries	18.50		
10. Basic Notary Journal			
Soft Cover-Spiral Bound	26.50		
11. Notary Privacy Guard			
12. Locking Journal Bag			
13. Notary Fee Sign			
14. Finger Print Pad			
15. Self Inking Name/Appointment Expires Stamp (Up to 2 lines)			
16. Self Inking Individual Acknowledgement Stamp			
17. Self Inking Representative Acknowledgement Stamp			
18. Self Inking Verification on Oath or Affirmation Stamp			
19. Self Inking Witnessing or Attesting a Signature Stamp			
20. Self Inking Attestation of a Copy Stamp			
Supply Subtotal			
Shipping & Handling			
TAXABLE TOTAL WITH SHIPPING & HANDLING			
Tax- Multiply Taxable Total with the Local Tax Rate <i>Call for assistance or visit our website for your current Tax Rate</i>			
TOTAL SUPPLY ORDER WITH TAX & SHIPPING			
+			
Total of Non-Taxable Items			
=			
Total Supply Order with Tax & Shipping			

Ink Color

Black Blue Purple
 Red Green

Payment Options

Payment by Check:
Make Check payable to "A.N.S., Inc."

OR

Credit Card Info

VISA MC Discover

Card Holder Name _____

Card Holder Signature _____

Card Number _____

Expiration Date _____ Billing Zip Code _____

3-Digit Code _____

Credit Card Charges Cannot Be Cancelled

Supply Subtotal	Commercial	Residential
\$0-\$10 (USPS)	\$2.50	\$2.50
\$11-\$17 (USPS)	\$5.00	\$5.00
\$18-\$30 (UPS)	\$6.50	\$12.50
\$31-\$50 (UPS)	\$10.50	\$14.50
\$51-\$70 (UPS)	\$13.00	\$17.00
Over \$70 call for correct charge		

SEND COMPLETED ORDER FORM WITH YOUR BOND INFORMATION PAGE TO:

Attorney & Notary Supply, Inc.

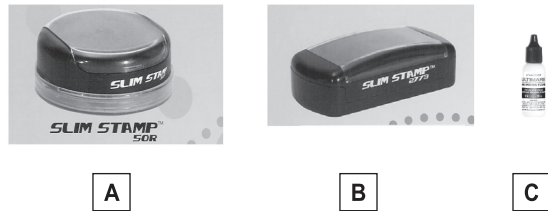
PO Box 2895 Renton, WA 98056 OR renewal@ansofwa.net

★ RUBBER STAMPS ★

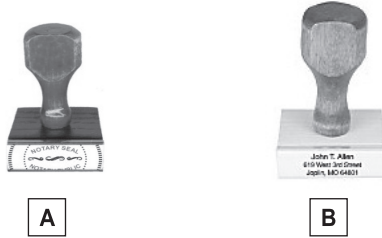
1 SELF-INKING IDEAL STAMPS



2 PRE-INKED SLIM STAMPS W/O HANDLE



3 REGULAR STYLE RUBBER STAMPS (For Use With A Stamp Pad)



4 INK PADS



Does Not Include Stamp Pad. These stamps may also be used if working with Mylar and the Mylar stamp pad kit.

For use on paper documents

For use on mylar documents

★ All inked rubber stamps require re-inking on a regular basis. WARRANTY VOID IF STAMP IS NOT RE-INKED USING APPROPRIATE BRAND OF INK ★
 SIZE OF NOTARY STAMPS COMPLIES WITH WASHINGTON STATE NOTARY LAW

★ EMBOSSING SEALS ★

5 OLD STYLE IDEAL METAL EMBOSSING SEAL INSERT



6 NEW STYLE IDEAL HAND HELD/DESK COMBO EMBOSSING SEAL



7 SEAL IMPRESSION INKER

(For use with the embossing seal only-Black)

★ NOTARY JOURNALS ★

Our notary journals are fully compliant with state notarial recordkeeping requirements while offering you two different levels of protection. Both of our soft cover journals are spiral bound and hold 300 entries. Hard cover journals are bound as books are and come with a lifetime binding guarantee.

8 ANS JOURNAL OF NOTARIAL ACTS

- A ANS Soft Cover Journal
- B ANS Hard Cover Journal

The A.N.S. Journal offers you an extra layer of protection by providing three different statements for the customer to sign evidencing the type of representation they are making by signing their document. It is designed specifically for the notary who notarizes for a variety of clients & documents and wants proof they did their entire job.

DATA	IDENTIFICATION	INDIVIDUAL ACKNOWLEDGEMENT	REPRESENTATIVE ACKNOWLEDGEMENT	VERIFICATION ON OATH OR AFFIRMATION
Date of Act _____ Time of Act _____ Type of Notarial Act: <input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Acknowledgement Representative Type of Representative Capacity: <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event <input type="checkbox"/> Other _____	Name Printed _____ Address _____ City _____ Signature _____ Type of Identification _____ Identifying Numbers _____ Type of Document _____	I, _____, affirmed to the Notary Public that I am the person named in the document, and that I have signed it as my free and voluntary act.	I, _____, affirmed to the Notary Public that I am authorized to sign the document as the _____ of _____ to be the free and voluntary act of such party. Additional Information: _____	I, _____, affirmed to the Notary Public that I am the person named in the document and I swear or affirm that the statements I have made are true.

9 STANDARD JOURNAL OF NOTARIAL ACTS

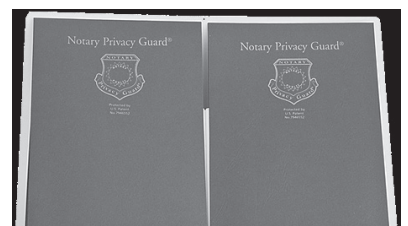
STANDARD Soft Cover Journal

The Standard Journal gives you the most basic protection as required by law.

Date	Customer Name & Address	Customer Identification	Type of Notarial Act	Type of Document(s)	Customer Signature
			<input type="checkbox"/> Individual Acknowledgement <input type="checkbox"/> Representative Acknowledgement <input type="checkbox"/> Verification on Oath or Affirmation <input type="checkbox"/> Witness Signature <input type="checkbox"/> Certifying a Copy <input type="checkbox"/> Certifying an Act or Event		
Time					
Additional Information:					

11 NOTARY PRIVACY GUARD

Prudent notaries keep a journal which contains clients' private information. Use of the Notary Privacy Guard® not only protects the client, but also protects the Notary Public by limiting client's exposure.



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There is more to notarizing than just filling in the blanks.

As a notary you are an impartial witness to the identity, signature and statement of the person appearing before you.

As a public official you have unlimited *personal liability* if you make a mistake.

Notaries are subject to criminal, civil and administrative penalties. The state required notary bond only protects the public you serve.

Your only protection is proper training and insurance.

This is why Attorney & Notary Supply, Inc. offers education as both live webinar sessions and physical classroom sessions. Our classroom sessions are held throughout the state, covering every major region while our webinar sessions are conducted monthly for those who can't wait for us to come to them.

In less than four hours you will learn:

- The difference between Electronic Notarizations and Remote Notarizations.
- How to identify the different types of notarial certificates and how to properly execute each one. Compliant recordkeeping techniques.
- What type of identification is acceptable.
- What your notary stamp should and shouldn't look like.
- Who you can & can't notarize for.
- What to do when documents don't have a notary certificate.
- What the difference is between the required bond and optional insurance.

What makes our training stand out?

- Instructor-Led classroom and webinar classes.
- Questions are encouraged throughout the entire session.
- We understand that notaries are in every industry so we use a variety of examples in class.
- We encourage you to bring any documents you have questions about notarizing.
- Tailored for both new and experienced notaries.
- The Guideline Book is written specifically for Washington and is regularly updated.
- Taught by our President Rebecca Jacob, a practicing notary in Washington State whose input shaped our new law.

Because we believe in the value of education we offer both statewide classroom instruction and live monthly webinar sessions. Session fee of \$135.00 includes training workbook and reference materials for both the classroom and webinar.

SEMINAR SCHEDULE

Classroom Sessions*

RENTON 3:00-6:15
Tuesday, September 20, 2022
ANS Training Center
433 Park Ave N
Renton WA 98057

SPOKANE 9:00-12:15
Tuesday, October 4, 2022
Ruby River Hotel
700 N Division St
Spokane WA 99202

TRI-CITIES 9:00-12:15
Thursday, November 3, 2022
Holiday Inn-Richland on the River
802 George Washington Way
Richland WA 99352

Webinar Sessions: 1:00-4:45

Thursday, August 11th

Tuesday, September 13th

Wednesday, October 12th

Tuesday, November 15th

Tuesday, December 6th

***Classroom sessions are dependent on COVID protocols.**

NAME: _____ DAY PHONE: _____

PERSONAL ADDRESS: _____

(DO NOT USE OFFICE ADDRESS)

CITY: _____ ZIP: _____

EMAIL ADDRESS: _____

NOTARY COMMISSION EXPIRATION DATE: ** _____

**CALL FOR APPLICATION FORMS, OR GO TO OUR WEBSITE WWW.ANSOFWA.COM. ATTENDING THE SEMINAR DOES NOT MAKE YOU A NOTARY. YOU MUST COMPLETE THE SEPARATE APPLICATION PROCESS.

I WILL ATTEND ON (DATE): _____ LOCATION: _____

Session fee of \$135.00 must be paid at time of registration.

Link for webinar class and workbook will be sent about a week before the session.

THIS IS A CONFIRMED RESERVATION • Copy this form for your records.

You may register via:

Phone: 425-271-6353

Fax: 425-271-6396

Email: seminar@ansofwa.net

Mail: P.O. Box 2895
Renton, WA 98056

Credit Card Info

VISA MC Discover

Card Holder Name _____

Card Holder Signature _____

Card Number _____

Expiration Date _____ Auth Code _____

Credit Card Charges Cannot be Cancelled