

Attorney & Notary Supply, Inc.

PO Box 2895
Renton, WA 98056

www.ans-inc.net
Email: ans@ans-inc.net

Phone: 425-271-6353
Fax: 425-271-6396

NOTARY PUBLIC APPLICATION & RENEWAL 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 obtaining your notary bond from us and your license directly with the state:

1. Complete the enclosed Bond Information / Declaration of Applicant page.
2. Complete the enclosed Commission 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 if necessary, 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@ans-inc.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 \$15.

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.

A.N.S. Bond Information for the state of: _____

Printed name as commissioned: _____

Personal mailing address: _____

Date of birth: _____

Daytime phone number: _____

Email address: _____

This is the email address we will use for sending your bond.

If a renewal your current commission expiration date: _____

If a renewal your current license number: _____

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, if ordered.
- I acknowledge that it is my responsibility to file my issued bond with the state and that issued bonds will not be refunded or cancelled.
- I understand that the state required notary bond offers me no personal/financial protection. For my protection I have been offered notary training from the state website.
- I acknowledge that my notary stamp will not be manufactured or released until I provide a copy of my new notary license to Attorney & Notary Supply, Inc.
- I have not been convicted of a felony or crime involving fraud, dishonesty or deceit.
- I have not been found guilty in any legal proceeding or disciplinary action to have acted fraudulently, dishonesty or deceitfully.
- I have not had a notary commission denied, revoked or restricted in any state.

Signature

Date

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

A.N.S. Commission Order Form for the state of Washington

☐ Please ship my stamp & supplies to my personal address supplied with Bond Information

☐ Please ship my stamp & supplies to my work address as indicated below.

Shipments are sent via USPS and will not be replaced if postal records reflect shipment as delivered.

Attention: _____

Company Name: _____

Address: _____

City, State, Zip: _____

NON-TAXABLE REQUIRED ITEM	PRICE	TOTAL
STATE REQUIRED NOTARY BOND	50.00	50.00
Non-Taxable Optional Items		
Notary Training Seminar	150.00	
\$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	45.75		
b. Rectangular	45.75		
c. Ink	7.00		
2. Pre Inked Slim Stamp, without handle			
a. Round	49.75		
b. Rectangular	49.75		
c. Ink	7.00		
3. Regular Style Stamp (stamp pad needed)			
a. Round	37.75		
b. Rectangular	37.75		
4. Ink Pads			
a. Stamp Pad	7.00		
b. Mylar Ink Kit	45.00		
5. New Style Hand Held/Desk Combo Embossing Seal			
a. Complete Seal	55.75		
b. Insert Only	45.75		
6. Seal Impression Inker, with black or blue ink	17.50		
7. ANS Notary Journal			
a. Soft Cover-Spiral Bound-300 Entries	19.75		
b. Hard Cover-300 Entries	29.75		
8. Standard Notary Journal			
Soft Cover-Spiral Bound-300 Entries	19.75		
9. Basic Notary Journal			
Soft Cover-Spiral Bound	29.75		
10. Notary Privacy Guard	11.95		
11. Locking Journal Bag	41.75		
12. Finger Print Pad	8.00		
13. Self Inking Name/Appointment Expires Stamp (Up to 2 lines)	19.75		
14. Self Inking Individual Acknowledgement Stamp	42.75		
15. Self Inking Representative Acknowledgement Stamp	42.75		
16. Self Inking Verificaton on Oath or Affirmation Stamp	42.75		
17. Self Inking Witnessing or Attesting a Signature Stamp	42.75		
18. Self Inking Attestation of a Copy Stamp	42.75		
Taxable Subtotal			
*Shipping & Handling			
TAXABLE TOTAL WITH SHIPPING & HANDLING			
Tax- Multiply Taxable Total with the Local Tax Rate Call for assistance or visit our website for your current Tax Rate			
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

☐ Amx

Card Holder Name

Card

Expiration Date

CVC Code

OR

☐ Call for Credit Card info

Supply Subtotal	Shipping
\$0-\$12	\$2.50
\$13-\$17	\$5.00
\$18-\$30	\$8.00
\$31-\$50	\$11.00
\$51-\$100	\$13.50
Over \$100 call for correct charge	

*An additional \$2.50 shipping & handling fee will be applied on supplies not ordered with notary bond.

Please return this page with your Bond Information form to our office via:
E-mail orders@ans-inc.net, fax 425-271-6396 or the U.S. Postal Service.

★ RUBBER STAMPS ★

1 SELF-INKING IDEAL STAMPS



A



B



C

2 PRE-INKED SLIM STAMPS
W/O HANDLE



A



B



C

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



A



B

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

4 INK PADS



A

For use on paper documents



B

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 NEW STYLE IDEAL HAND HELD/DESK COMBO
EMBOSSING SEAL



A Complete Seal

B Insert Only

Please note, previous models have been discontinued by the manufacturer. Purchasing a complete new seal may be necessary.

6 SEAL IMPRESSION INKER



(For inking embossed impressions)
Blue or 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.

7 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
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.

REPRESENTATIVE ACKNOWLEDGEMENT	VERIFICATION ON OATH OR AFFIRMATION
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.	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.
Additional Information: _____	

8 STANDARD JOURNAL OF NOTARIAL ACTS

STANDARD Soft Cover Journal

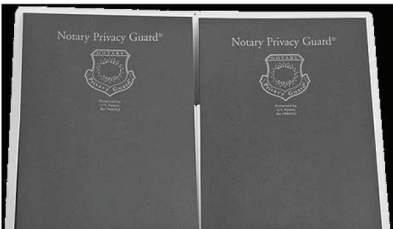
The Standard Journal gives you the most basic protection as required by law.

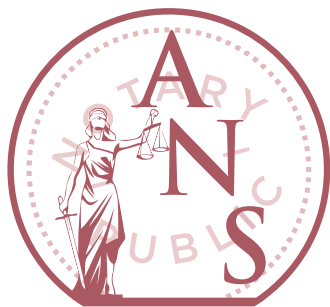
Date	Customer Name & Address	Customer Identification
Time		
Additional Information:		

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		

9 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 \$150.00 includes training workbook and reference materials for both the classroom and webinar.

SEMINAR SCHEDULE

Classroom Sessions*

SPOKANE **June 10th, 2025**
Hampton Inn by Hilton 9:30-1:00
2010 S Assembly Rd
Spokane WA 99224

TRI CITIES **June 12th, 2025**
Holiday Inn-Richland 9:30-1:00
802 George Washington Way
Richland WA 99352

LYNNWOOD **April 24th, 2025**
Hilton Garden Inn 9:30-1:00
3801 Alderwood Mall Blvd
Lynnwood WA 98036

ISSAQUAH **May 21th, 2025**
A.N.S. Issaquah Office 3:00-6:30
14401 Issaquah-Hobart Rd SE #201
Issaquah WA 98027

BELLINGHAM **August 21th, 2025**
Location TBD 9:30-1:00

King County **September 24th, 2025**
Location & time TBD

TACOMA **October 9th, 2025**
Location TBD 9:30-1:00

King County **November 12th, 2025**
Location & time TBD

Webinar Sessions via Zoom 1:00-4:45

March 18 th	August 12 th
April 15 th	September 16 th
May 13 th	October 21 st
June 17 th	November 18 th
July 15 th	December 11 th

I am taking this course for 3.5 hour credits for:

- ☐ CPE with the WA State Board of Accountancy
☐ MCLE with the WA State Bar Association

WSBA _____

***CLASSROOM SESSIONS ARE LIMITED
TO NO MORE THAN 25 ATTENDEES**

NAME: _____ DAY PHONE: _____

WORKBOOK MAILING ADDRESS: _____

CITY: _____ ZIP: _____

EMAIL ADDRESS: _____

I WILL ATTEND TRAINING ON: _____

Session fee of \$150.00 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: training@ans-inc.net
Mail: P.O. Box 2895
Renton, WA 98056

Credit Card Info

☐ Visa ☐ MC ☐ Discover ☐ Amex

Card Holder Name _____

Card Holder Signature _____

Card Number _____

Expiration Date _____ CVC Code _____

Credit Card Charges Cannot be Cancelled