

Becoming a Notary Public in the Commonwealth of Pennsylvania is not a complex process, however we know that the choices for your education and supplies are numerous and confusing. Let us take a minute to explain the differences and similarities.

Pennsylvania's Department of State, Notary Division is the governing body for all Pennsylvania Notaries Public. They approve all notaries and enforce the educational requirements according to state law. Each approved provider of the mandatory education must submit their courses for approval by the Notary Division. These courses must contain the same pertinent information required by the State Department and the Notary law. Therefore all approved providers and their courses contain the same information regardless of presenter, organization or provider.

The process of applying for a commission is also the same. The application must be forwarded to your local State Senator for execution. They forward it to the State Department through legislative channels for final approval. Again regardless of the provider or organization or even yourself the process is the same.

Marketing techniques and general advertising practices over the years has created the impression that some organizations are the governing entity or at least affiliated in some capacity with the State Department or the county governments. This is simply not true. The final processing of the applications is in the hands of the Commonwealth of PA State Department. They will send you the final paperwork, which you will either execute on your own or send it to your processor of choice for execution.

As a Department of State approved educator; we provide the mandatory education course for new applicants. We offer the same as the other vendors and organizations. The "prices" you pay an in state, out of state or national "membership organization" to handle this for you includes the fees, your bond and equipment and sometimes they include "perks". Mostly, this price includes your "membership fee". You pay those high prices for a "membership". We are not a membership organization. Therefore you pay less, much less.

Handling your commission processing is also quite simple but again we offer you different choices. We believe it is your commission and you should control it from start to finish so we encourage you to handle the process on your own. We will guide you through each step of the appointment process and fix any problems or help handle any concerns you run into. If you would like us to handle that we offer a commission processing package that includes processing your application, executing your bond and acquiring your equipment at one low price. It is your choice. Again our price either way is the lowest you will find.

Additionally, we offer many more educational courses. These are offered online and on a regular basis through out the Commonwealth in a live seminar setting for better comprehension and more information exchange. They include, Accredited Signing Agent, DMV Agent and E-Notary, and more. All of our instructors are hands on notaries; they are not employed as teachers. Each one of them is successful in their own businesses, as Notaries Public, Signing Agents and DMV clerks here in Pennsylvania.

If you are interested in becoming a Notary Public, please visit our web page, call us at the numbers below or drop us an email at [info@panotaryacademy.com](mailto:info@panotaryacademy.com). All of our courses are listed there. You can pay on line with the security of Pay Pal or pay at the door. Credit cards will only be accepted on line and cash or checks are accepted at the door. Once you have chosen a course location please remember to pre-register.

The mandatory required course to apply to be a Notary Public is Basic Notary 101. This course is a three hour course covering the law, our functions and general knowledge of a Notary Public. If you would like us to handle the processing of your commission also, you may choose to purchase that as an add-on at the same time. Again, you always have a choice to pay online or at the door.

After you have attended the Basic Notary 101 Course we will present you with your certificate. We thank you for your interest PA Notary Academy and if you have any questions or concerns please contact us.

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### Basic Notary 101 Mandatory Education Course

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Our Basic Notary 101 course and materials for this program have been developed by our staff and approved by the Commonwealth. This is the mandatory education course required for new Notaries Public. You will know all the notary basics and then some. If you are becoming a new notary this class is for you. This course is also offered online at [www.panotaryeducationonline.com](http://www.panotaryeducationonline.com).

New Applicant Education .....\$50.00

Includes the following:

- Basic Notary 101 course.
- Basic Notary 101 workbook.
- 2009 Acknowledgements.
- 2009 Affidavits.
- 2009 Certifications.
- Access to 24 hour hotline

Course Date _____
Course Location _____
Course Time _____

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### Reappointment Mandatory Education Course

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Our Basic Notary 101 course and materials for this program have been developed by our staff and approved by the Commonwealth. This is the mandatory education course required for renewing Notaries Public. You will be refreshed in the notary basics and then some. If you need the education program to renew this class is for you. This course is also offered online at [www.panotaryeducationonline.com](http://www.panotaryeducationonline.com).

Reappointment Education .....\$50.00

Includes the following:

- Basic Notary 101 course.
- Basic Notary 101 workbook.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 2010 Certifications.
- Access to 24 hour hotline.

Course Date _____
Course Location _____
Course Time _____

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### Full Commission Processing

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Our full commission processing package can save you up to \$300 compared to other providers. Although the process of filing your application and acquiring the required signatures is fairly simple, with this package we will handle the full application process for you. This is for new applicants or renewing applicants who need education as an add-on to the required course Basic Notary 101 and for renewing notaries who DO NOT need the educational requirement. We will handle the whole process for you. All you have to do is register at your local courthouse. This DOES NOT include courthouse registration fees.

Full Commission Processing ..... \$160.00

Includes the following:

- Application processing.
- All state fees.
- Obtaining your Senators endorsement.
- 4 year \$10,000 bond required by law.
- Your new notarial seal.
- Your new notarial journal.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 2010 Certifications.
- Access to 24 hour hotline
- All taxes, shipping and handling.

For renewing notaries: Please provide a stamp impression here as a reference for new stamp.
SAMPLE ONLY VOID

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## ASA- Signing Agent Course

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With the help of settlement agents, schedulers and title producers, we have comprised the most accurate training for PA Signing Agents you will find. We include information on documents, UPL and the basic functions of a notary at a mortgage closing. With so many differences in classes, education and designations a Signing Agent can get lost in the shuffle. Most settlement services who hire Signing Agents want them to have more than the average education in this field. Therefore this course was developed by them and is taught by experienced people who work in this field. With that experience comes a wealth of knowledge that will be shared with you. This course is also offered online at [www.panotaryeducationonline.com](http://www.panotaryeducationonline.com).

ASA Course .....\$100.00

Includes the following:

- Accredited Signing Agent course.
- Accredited Signing Agent workbook.
- Sample invoices and other business documents.
- Complete mortgage closing packet.
- ASA Certification.
- Access to 24 hour hotline.

Course Date _____
Course Location _____
Course Time _____

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## DMV Agent Course

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This introductory course is for all those who wish to become a DMV Agent. In Pennsylvania Notaries Public provide DMV services to the general public through their offices by becoming DMV Agents. They can handle all types of vehicle transfers. Trucks, cars, motorcycles and trailers, even boats, snowmobiles and ATV's. We will not only explain the procedures but make sure you are informed on the laws involved. We will provide you with step by step instructions on how to handle all types of vehicle transfers. This course is **NOT** the certified course you must take to be a DMV Agent with the Department of Transportation. This is an introductory course only. This is a one of a kind course in which you will have all the information and education necessary to open your office for DMV work. This course is also offered online at [www.panotaryeducationonline.com](http://www.panotaryeducationonline.com).

DMV Course.....\$100.00

Includes the following:

- DMV Agent training course.
- DMV Agent training workbook.
- Sample invoices and other business documents.
- DMV Agent document packet.
- Access to 24 hour hotline.

Course Date _____
Course Location _____
Course Time _____

ALL students must be pre-registered. Pre-registration is accepted by email, phone or mail. Payments are accepted by mail, online or at the door and must be in cash or check form. Payments by mail must include this completed packet. Payments by credit card are accepted online only. Payments online or at door must present completed packet to instructor. If you have any questions or concerns contact us by phone at 412.607.0219.

Mailing address: PA Notary Academy 104 Brinton Street Monroeville, PA 15146

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip +4 \_\_\_\_\_ - \_\_\_\_\_ County \_\_\_\_\_

Municipality, Boro, Township, \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Registration Information

To all student applicants;

Please fill in the information requested for registration in our courses. If you are a new applicant or renewing notary please fill out the Notary Public application included in this packet and the information form.

The name to be listed on your commission can be your full first name and last name, full first name, with middle initial and last name, initial first name, full middle name and last name or full first name, full middle name and last name. No nicknames or other abbreviations. Your signature must match your name listed on application.

All correspondence from the state in regards to your application and commission will be sent to your employers address. The information listed as your employer will also become public record. When listing this address include the physical street address, a P.O. Box alone is not acceptable. Please include the four digit code for your zip codes. List your municipality, boro, or city information also. This is not the mailing address. This would be the governing entity of the address listed as your employer.

If you wish all correspondence to be directed to your home instead of your employers then fill ALL employer info with N/A. Leave no blanks lines or spaces on the application.

Your home address is the current address that matches your Photo ID or Drivers License. When listing your address include the physical street address, a P.O. Box alone is not acceptable. Please include the four digit code for your zip codes. Again list your municipality, boro, or city information also. This is not the mailing address. This would be the governing entity of the address listed as your employer.

If you have any questions please call us and we will advise you on the information needed. 412.607.0219

Courses/Packages Purchased

Basic Notary 101 .....	\$50.00	x _____	= _____
Notary Reappointment .....	\$50.00	x _____	= _____
Full Commission Processing.....	\$160.00	x _____	= _____
ASA Course .....	\$100.00	x _____	= _____
DMV Course .....	\$100.00	x _____	= _____
Please circle payment method	Mail-Check	Online-Credit Card	Total Paid/ Enclosed _____



**PRINT OR TYPE CLEARLY. FILL OUT APPLICATION COMPLETELY. Do not leave any blanks.**  
 Use "none" or "N/A" if applicable. **An incomplete application will delay your appointment.**  
**FEE: \$40** – make check or money order payable to: COMMONWEALTH OF PENNSYLVANIA.

**CHECK ONE:**  **New Appointment**  
 **Reappointment** (have been a notary in Pennsylvania before)

<b>Complete the following if you have ever been a notary in Pennsylvania before:</b>	
Notary commission expiration date	Full name on previous commission
Notary commission ID number	Other name used on previous commission

For Official Use Only

<b>PART I: Applicant Information (NOTE: Employer/Business contact information will be public record)</b>			
First Name	Middle Name or Initial (if used)	Last Name	Suffix (if applicable)
Date of Birth (mm/dd/yyyy)	Social Security Number (xxx-xx-xxxx)	Email Address (Optional)	
Name of Employer/Business where Notary Commission will be used (Do not leave blank. If not applicable, please indicate.)			
Employer/Business Street Address (P.O. Box alone is insufficient)		City	State
Employer/Business Telephone (include area code)		Municipality (city/borough/township)	County
Home Street Address (P.O. Box alone is insufficient)		City	State
Home Telephone (include area code)		Municipality (city/borough/township)	County
Zip Code		Zip Code	

<b>Part II: Education, Criminal History, Other Notary Commission History (Check or mark appropriate boxes)</b>	<b>YES (√)</b>	<b>NO (√)</b>
I am a notary applicant for initial appointment or reappointment and I have completed a pre-approved three-hour notary public education course within the six-month period immediately preceding this application (unless permanently exempted). <b>Attach a copy of your course completion certificate and retain your original.</b> Lack of proof of education will result in application rejection.		
Have you ever been convicted of or entered a plea of guilty or nolo contendere to a felony or lesser offense preceding the date of this application? If yes, attach full details (name of court, plea or conviction, sentence and length of probation) and appropriate supporting documents with a signed and dated personal explanation.		
Have you ever resigned a notary commission or had a notary commission suspended, revoked or otherwise disciplined by the Commonwealth or any other state/jurisdiction preceding the date of this application? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		
Have you ever had any other professional or occupational license suspended, revoked or otherwise disciplined? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		

Note that disclosing your social security number on this application is mandatory for the Department of State to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). To enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare (DPW) information prescribed by DPW about the licensee, including the social security number.

**APPLICANT AFFIDAVIT:** I am of good moral character and am familiar with the duties and responsibilities of a notary public. I shall furnish additional evidence of these statements, if requested, which shall be satisfactory to the Secretary of the Commonwealth. To the best of my knowledge and belief, this application contains no misrepresentations or falsifications, omission or concealments of material fact and the information given by me is true and complete. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation, or denial of my notary commission.

\_\_\_\_\_  
**Applicant Signature (must match name in Part I)** \_\_\_\_\_  
**Date**

<b>PART III: To be completed by Pennsylvania Senator before application is submitted. It is the applicant's responsibility to obtain the signature of the Senator.</b>		
I HEREBY ENDORSE THE APPLICATION OF THIS APPLICANT WHO IS A RESIDENT OF MY SENATORIAL DISTRICT OR, IF NOT A PENNSYLVANIA RESIDENT, WHO IS EMPLOYED IN MY SENATORIAL DISTRICT. (All information below must be completed by the Senator.)		
_____ Signature of Senator	_____ District	_____ Date