

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. All of our courses are listed there. For online and live seminars you can pay on line with the security of Pay Pal, by mail or at the door. Credit cards will only be accepted on line and cash or checks are accepted at the door.

Basic Notary 101 Mandatory Education - Live Seminar

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 be taught the notary basics and then some.

Basic Notary 101 Mandatory Education..... **\$50.00**

Includes the following:

- Basic Notary 101 course.
- Basic Notary 101 workbook.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 20109 Certifications.
- Access to 24 hour hotline.

Basic Notary 101 Mandatory Education - Live Seminar w/Full Commission Processing

Our Basic Notary 101 course and 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. 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.

Basic Notary 101 Mandatory Education w/ Full commission Processing **\$210.00**

Includes the all of the above and 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.
- All taxes, shipping and handling.

Notary Reappointment Mandatory Education - Live Seminar

Our Notary Reappointment 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.

Reappointment Notary Course..... **\$50.00**

Includes the following:

- Reappointment Notary course.
- Reappointment workbook.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 20109 Certifications.
- Access to 24 hour hotline.

Notary Reappointment Mandatory Education - Live Seminar w/Full Commission Processing

Our Notary Reappointment Course and 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. 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.

Notary Reappointment Course w/ Full commission Processing **\$210.00**

Includes the all of the above and 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.
 - All taxes, shipping and handling.
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Full Commission Processing without Education

This package is for those who DO NOT need the education course to renew. Our 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. 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.
- Access to 24 hour hotline
- All taxes, shipping and handling.

Application Information

When filling out your state application 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 the addresses 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. 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.

Attach the certificate, a \$40 non refundable fee to your State Senator of your residential address for their signature. They will forward it on to the State Department for processing. Within 4-6 weeks you will receive your blank bond and letter of appointment.

Execute your 4 year \$10,000 bond with an insurance agent, and present it and your letter of appointment to your county recorders office. They will record your bond, and provide your commission. The last step will be purchasing your stamp and journal.

If you have any questions, concerns or need help with any steps call us at 412.607.0219 or email us at info@panotaryeducation.com.

ASA- Signing Agent - Live Seminar

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.

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.

DMV Agent - Live Seminar

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.

DMV Course.....**\$75.00**

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.

Registration Information

To all student applicants;

Please pre-register for any courses. All courses date and locations can be found online at www.panotaryacademy.com. You have many choices for payment. You may pay online with credit card, check or debit card at www.panotaryacademy.com or by check through the mail.

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