

Renewing your commission as 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 renewing 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 simple 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 renewing Notaries Public. 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.

We also can handle your commission processing but with different choices. We believe it is your commission 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 on your own and fix any problems or handle any concerns you run into. If you choose we also 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. Either as Notaries Public, Signing Agents or DMV clerks here in Pennsylvania.

If you are in need of education to renew, 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. 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 only accepted at the door. Once you chose a course location please remember to pre-register. The mandatory required course to renew your commission is Basic Notary 101. This course is a three hour course covering the law, our functions and general knowledge of a Notary Public.

Once you attend our Reappointment course we will present you with your certificate to be attached to your state application. Again, we thank you for your interest PA Notary Academy and if you have any questions or concerns please contact us.

Name _____

Home Address _____

City _____ State _____ Zip +4 _____ - _____ County _____

Municipality, Boro, Township, _____

Phone Number _____ Fax _____

Email _____

Student Employer Information

Name _____

Employer Address _____

City _____ State _____ Zip +4 _____ - _____ County _____

Municipality, Boro, Township, _____

Phone Number _____ Fax _____

Email _____

Registration Information

Please fill in the information above for registration in our course. You may pay online with credit card, check or debit card at www.panotaryeducation.com, or by check or cash at the door. If paying by mail please make sure to note the date and location you have purchased. If paying online please provided completed package at door.

If we will be processing your application please fill out the **TWO** state applications that are included in this package. 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.

If you have any questions please call us at 412.607.0219

Reappointment Education Live Courses

Reappointment Mandatory Education Course Seminar

Our 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. 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.

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 _____

Reappointment Mandatory Education Course 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. This package is also offered online at www.panotaryeducationonline.com.

Reappointment Mandatory Education w/ Full commission Processing **\$210.00**

Includes the following:

- Reappointment course.
- Reappointment course workbook.
- 2010 Acknowledgements.
- 2010 Affidavits.
- 2010 Certifications.
- 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.

Please provide a stamp impression here as a reference for new stamp.
SAMPLE ONLY VOID

You have many choices for payment. You may pay online with credit card, check or debit card at www.panotaryeducation.com or by check through the mail. If paying by mail send completed package to PA Notary Inc. 104 Brinton Street Monroeville PA 15146. If you have any questions please call us and we will advise you on the information needed. 412.607.0219.

Total enclosed..... _____

Please circle method of payment Cash Check Debit Credit



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)

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

For Official Use Only

PART I: Applicant Information (NOTE: Employer/Business contact information will be public record)			
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	

Part II: Education, Criminal History, Other Notary Commission History (Check or mark appropriate boxes)	YES (√)	NO (√)
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). Attach a copy of your course completion certificate and retain your original. 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

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.		
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



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.

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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 Zip Code
Employer/Business Telephone (include area code)	Municipality (city/borough/township)		County
Home Street Address (P.O. Box alone is insufficient)		City	State Zip Code
Home Telephone (include area code)	Municipality (city/borough/township)		County

Part II: Education, Criminal History, Other Notary Commission History (Check or mark appropriate boxes)	YES (✓)	NO (✓)
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Signature of Senator	District	Date