

PA Notary Academy is an approved educator through the Department of State Notary Division that provides educational seminars and business instruction to all Pennsylvania Notaries Public. Our Basic Notary 101 course meets the educational requirement for all new and renewing Notaries Public in Pennsylvania. Along with the basic courses we provide training courses for Accredited Signing Agents, DMV Clerks and business courses to help you start and run your business successfully.

Our online courses meet the same high standard as our live seminars. From the mandatory required course to the ASA course and the DMV course we strive to provide you with the best educational product at the lowest cost to you. The online courses contain the same information as our live seminars; there is no corner cutting. The only thing we cut is the price.

If you are applying for a commission for the first time we suggest that you attend a live seminar for your first time course. Live seminars provide for a better of exchange of information and there is more retention when there is interaction available. We do not require that just recommend it.

Below are the descriptions for the online courses available. These courses have links for payment and entrance to the courses themselves online. After payment is processed you will receive an email with your information to access the online course. You may continue to access the course at your own speed and at anytime until you submitted your final course reviews to us.

Please fill out this information package for registration in our online courses. Fill out **2** Notary Public application included in this packet **and** the information form. We will keep a copy of the application on file for you if you are applying on your own or if we are processing your application if case of loss somewhere through the system. You may fax (412.829.7809) or mail (PA Notary Inc. 104 Brinton Street Monroeville, PA 15146) the completed package. Make sure you fill in ALL information and mark the package you purchased along with your student ID that is contained in your registration email. We need this information to process your certificate of completion.

After your registration email is received you must sign in with your user ID and password. You will enter this way each time you log on. Your first page will be an index page. Each time you re-enter the course you will be able to access any chapter from this index page. The course will NOT remember where you left off. So please note the chapter you were on last.

During some of the courses you will have short quizzes at the end of some of the chapters. These must be answered and sent back to us for review. These can be sent by fax, email, or regular mail. You also have the option to send them at the end of the course or as you take each one, it is your choice. After you have completed the course and we have received all the papers required we will send your certificate for the course to the address provided.

If at any time you have any questions please call us at 412.589.7647 or email us at onlinecourse@panotaryeducationonline.com.

Courses Registration

Basic Notary 101 Mandatory Online Education Course

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.

New Applicant Education\$40.00

Includes the following:

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

Reappointment Mandatory Online Education Course

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.

Reappointment Education\$40.00

Includes the following:

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

Full Commission Processing

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.
- 2009 Acknowledgements.
- 2009 Affidavits.
- 2009 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

ASA- Signing Agent Online Course

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.

ASA Online Course\$75.00

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 Online Course

This introductory course is for all those who wish to become a DMV Agent. We will provide you with step by step instructions on how to handle all types of vehicle transfers. Trucks, cars, motorcycles and trailers, even boats, snowmobiles and ATV's. 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. In Pennsylvania Notaries 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. 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.

DMV Online 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;

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. If you wish all correspondence to be directed to your home instead of your employers then fill ALL employer info with N/A.

Your home address is the current address that matches your Photo ID or Drivers License. When listing address include the physical street address, a P.O. Box alone is not acceptable. Please include the four digit code for your zip codes. When listing your municipality, boro, or city information, be aware this is not the mailing address. This would be the governing entity of the address listed. For example, name of the police or fire department. Or what entity receives your tax payments.

Leave no blanks lines or spaces on the application. If there is no information to go into an area put n/a or draw a line through the box.

If we are processing your application please MAIL us the original applications. We can not process a faxed or emailed form. If you have any questions please call us and we will advise you on the information needed. 412.589.7647

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 _____

Courses/Packages Purchased

Basic Notary 101 Online\$40.00 x _____ = _____

Notary Reappointment Online\$40.00 x _____ = _____

Full Commission Processing.....\$160.00 x _____ = _____

ASA Online Course\$75.00 x _____ = _____

DMV Online Course\$75.00 x _____ = _____

Please circle payment method Mail-Check Online-Credit Card Total Paid/ Enclosed _____

Payments made by mail must include this completed packet. Payments by credit card are accepted online only. Payments made online must mail, fax or email the completed packet. If you have any questions or concerns please contact us by phone at 412.589.7647.

Mailing address: PA Notary Academy 104 Brinton Street Monroeville, PA 15146
Fax 412.829.7809



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

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