



Name _____

Home Address _____

City _____ State _____ Zip _____ - _____

County _____

Municipality, Boro, Township, _____

Phone Number _____ Fax _____ Email _____

Online Notary Reappointment Information

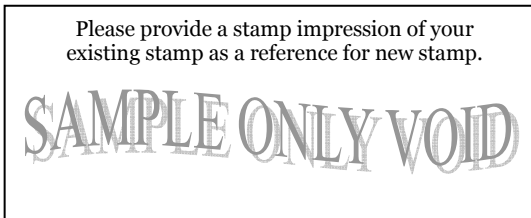
Our online reappointment courses can be purchased at www.panotaryeducationonline.com using a debit, credit card or check. You can also purchase by mail using this packet. After purchase you will receive two emails in the process. The first one includes contains your student ID number. Please reference that number with all correspondence. Please complete and fax this student information form to 412.829.7809 before starting the course. The second email will contain your link for accessing the course and all materials needed.

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.

If you will be processing on your own attach the certificate provided after attendance of our course and a \$40 non refundable fee to your state application and mail it to the 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. After execution of the bond you will 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 purchased the full commission processing package in addition to the course please fill out **TWO** of the state application that is included in this package mail to our office. The state will not accept copies or faxed forms. We will send then your application through the State Department for processing with all fees. In about two weeks you will receive a letter from your State Senator stating your application has been approved and forwarded to the appropriate authorities. In about two – three weeks after that you will receive your blank bond and letter of appointment. Please forward that our office upon receipt. We will execute the bond and return to you for recording. After you have recorded at your local county office, please fax us a copy for your commission. We will then manufacture and mail your stamp and journal.



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

Online Notary Reappointment Mandatory Education Course

Our online 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..

Online Notary Reappointment Mandatory Education **\$40.00**
Includes the following:

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

Online Notary Reappointment Mandatory Education Course w/Full Commission Processing

Our online 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 whole process for you. All you have to do is register at your local courthouse. This DOES NOT include courthouse registration fees.

Online Notary Reappointment Mandatory Education w/ Full commission Processing **\$200.00**
Includes the following:

- Online Notary Reappointment course.
- Notary Reappointment 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.

Online Notary Reappointment w/o Education Commission Processing

Do not need education? 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 whole process for you. All you have to do is register at your local courthouse. This DOES NOT include courthouse registration fees.

Online Notary Reappointment w/o Education 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.

You have many choices for payment. You may pay online with credit card, check or debit card at www.panotaryeducationonline.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.

Commonwealth of Pennsylvania – Department of State
 Bureau of Commissions, Elections and Legislation
 Division of Commissions, Legislation and Notaries
 210 North Office Building
 Harrisburg, PA 17120
 Tel: (717) 787-5280 Web: <http://www.dos.state.pa.us/notaries>



NOTARY PUBLIC APPLICATION
 (Revised 5/17/2007)



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 _____