



The PA Notary Appointment Guide

January 5, 2015



thepanotary.com



The process of becoming a PA Notary can easily be sized up into three steps. However you must first make sure that you meet the following eligibility requirements:

- ▶ **Be 18 years of age or older**
- ▶ **A resident of, or employed in the Commonwealth of PA**
- ▶ **Of good moral character, integrity and ability**

If you meet the above criteria, Congrats! Keep reading. You're on your way to become a PA Notary.

APPLICATION

Let's look at the first step in the Application: New and renewing notaries whom were originally commissioned *after* July 1, 2003 must complete a State approved 3 hour mandatory education course. Education must be completed within 6 months before applying.

We hope you choose **The PA Notary** (*P.S It's half the price of competing courses*) and we'll be delighted to have you!

After completing your notary education, submit an application to the State accompanied by a \$40 non-refundable application fee.

You can submit an application by mail or you can utilize the preferred method of **applying online**.



The online application also helps to eliminate some of the most common reasons applications are returned, such as the following:

- ▶ **Application is not accompanied by the \$40.00 non-refundable fee**
- ▶ **Applicant has not signed the application**
- ▶ **Applicant's signature does not match the applicant's name**
- ▶ **Applicant has not provided a sufficient business or home address**
- ▶ **Applicant has not completed the municipality information**
- ▶ **Information provided on the application is illegible**

However, you still need to double check the following items before applying online:

- ▶ **Your legal name is used on application – no nicknames or abbreviations**
- ▶ **Address used CANNOT be a P.O. Box**
- ▶ **You have completed a 3 hour classroom or Online Notary Course**
- ▶ **Course completion certificate matches legal name on the application**
- ▶ **You have not omitted any information, (address change, misdemeanor, etc.)**

Applying online also helps all Pennsylvanians save money.

The Department of State estimates that taxpayers save \$80,000 every year by reducing paper-processing.



APPOINTMENT

Once your application is approved you will receive an Appointment. Please note that an Appointment and a Commission are not the same. The Appointment is the privilege to take the Office of Notary Public. Then you will have to solidify it by completing the following acts:

▶ **Obtain a surety bond in the sum of \$10,000**

The bond doesn't protect you. It is issued to the State and protects the public from acts of misconduct or harm caused by the Notary.

▶ **Take an Oath of Office at your Recorder of Deeds Office**

This won't be as ceremonial as a Presidential swearing in, but you will raise your right hand with a representative at the Recorder of Deeds office and make an Official Oath to perform the duties and responsibilities of a Notary Public.

▶ **Have your Official Signature recorded at your Prothonotary's Office**

Most Recorder of Deeds and Prothonotary offices are aligned in close proximity with each other, often in the same building. The Prothonotary's office will maintain your official signature. If a document that you notarized needs to be certified, the Prothonotary will be able to certify the document by viewing your official signature.



COMMISSION

After you have met all of the above requirements you will then receive an official Notary Public commission.

Hooray! You can now administer Oaths, Affirmations take Affidavits, Acknowledgments and more!

Notary commissions are valid for a term of 4 years. The Law further states that you are required to be familiar with the duties and responsibilities of a Notary Public.

For more information visit

thepanotary.com

Receive your Certificate Instantly

NEW and RENEWING PA NOTARY PUBLIC APPLICATION CHECKLIST



Eligibility Requirements:

- Resident or employed in Pennsylvania
- 18 years of age or older
- Of good moral character, integrity and ability

Application:

- Completed a State Approved 3 hour mandatory notary education course within 6 months preceding application
- Your legal name is used on the application – no nicknames or abbreviations
- Your course completion certificate matches your legal name on the application
- Your address used is Not a P.O. Box
- You have not omitted any information
- Your signature matches your legal name
- If applying by mail a check in the amount of \$40 accompanies your application (do not staple)
- You have obtained your Senator's Endorsement

Next Steps: Once you have received your official Letter of Appointment from the State:

- Obtain a surety bond in the sum of \$10,000
- Take an Oath of Office and record your bond and commission at the Recorder of Deeds Office
- Record your official signature at your Prothonotary's Office

For more information visit theapanotary.com. Receive your Certificate Instantly!



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

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

To qualify for appointment and commission as a Pennsylvania Notary Public, you:

- Must be at least eighteen (18) years of age
- Must be a resident of Pennsylvania or be employed within this Commonwealth
- Must be of good moral character and familiar with the duties of a notary public
- Must have completed a pre-approved three-hour notary education course within the six-month period immediately preceding the application, unless permanently exempted (see Mandatory Education Requirement and Exemption below)
- Must not have been convicted or pled guilty or nolo contendere to a felony or a lesser offense incompatible with the duties of a notary public during the five-year period preceding the date of application [A felony conviction or a plea of guilty or nolo contendere to a felony OR a commission revocation in the Commonwealth or any other state within the five years prior to application will result in application rejection.]

The following persons are NOT eligible to hold the office of Notary Public:

- Any person holding any judicial office in Pennsylvania, except the office of justice of the peace, magistrate or alderman.
- Any member of the Congress of the United States, and any person, whether an officer, a subordinate officer or agent holding any office or appointment of profit or trust under the legislative, executive, or judicial departments of the government of the United States, to which a salary, fees or perquisites are attached.
- Any member of the General Assembly of Pennsylvania.

Notary Public Application Procedures

General Instructions: This application must be **TYPEWRITTEN or PRINTED legibly**. Applications will be accepted only on the form approved for use by the Secretary of the Commonwealth. This form may not be altered in any way. Do not send a copy of your completed form, only the original will be accepted. All answers are subject to investigation and false statements will be deemed as adequate grounds for rejection.

PART I: Use your full name as you would like it to appear on your commission. Nicknames will not be accepted. You may use any of the following: full first name and last name; full first name, middle initial and last name; full first name, full middle name and last name; first name initial, full middle name and last name. Your signature at the bottom of the application must match the full name printed in this section. Your commission will be prepared and issued in this name. If applicable, employer business information may be the same as home address information (i.e., home office).

PART II: Answer all questions. Where "yes" is checked, supply full details and appropriate supporting documents with a signed and dated personal explanation.

Completed applications for reappointment must be filed in this office **AT LEAST TWO TO THREE MONTHS** prior to the expiration of the current commission. Renewal applicants should allow **AT LEAST ONE MONTH** for processing after submitting a completed renewal application to the Department of State.

New appointees should allow **AT LEAST FOUR TO SIX WEEKS** for processing after submitting a completed application to the Department of State. If notice of appointment is not received within this time, inquiry should be sent to the address on the front of the application.

Filing Fee: Each application must be accompanied by a check or money order for \$40.00, made payable to "Commonwealth of Pennsylvania," and mailed to 210 North Office Building, Harrisburg, PA 17120. **The fee is non-refundable.** Please note: the Secretary of the Commonwealth is authorized to revoke the notary public commission of a notary public who issues a personal insufficient funds check to the order of any State agency or the Commonwealth subject to the right of notice, hearing and adjudication and right of appeal.

Oath of Office, Bond, Recording: Upon appointment, the Secretary of the Commonwealth will send notice of appointment to the applicant, with further instructions and an official bond and oath form to be executed by the applicant. These materials will be sent to the applicant's business address as provided on the application. The applicant should record the commission, executed bond and oath form in the Recorder of Deeds in the county where their office is located. This must be completed within **FORTY-FIVE (45) DAYS** after the date of appointment or **the commission becomes null and void. Extensions will not be given.**

All correspondence from the Department of State concerning your notary public application, notice of appointment to office and bond will be mailed to the employer/business address you have provided on your application. Your name, employer/business name, employer/business address, employer/business telephone number and commissioning history will become public information. If you list your home address, "N/A" or "None" in the employer/business address section of the application, your home address and home telephone number will become public information.

Mandatory Education Requirement and Exemption

The Notary Public Law, as amended by Act 151 of 2002 (effective July 1, 2003), requires that applicants for both initial appointment and reappointment as a notary public complete at least three hours of approved notary education within the six months immediately preceding their application for appointment or reappointment. However, any applicant for **reappointment** who was appointed **on or before July 1, 2003** and whose notary commission was in effect **on July 1, 2003**, is **permanently exempted** or "grandfathered" from the education requirement. In other words, all notaries public who held active commissions on July 1, 2003 are not required to complete approved notary education upon their reappointment. Excluded from the "grandfather clause" ruling are those notaries who: 1) received a letter of appointment or reappointment **prior to July 1, 2003**, but failed to obtain a bond and have the bond, the commission and oath recorded within the allotted 45 days; 2) resigned their commissions **prior to July 1, 2003**, and did not seek reappointment **prior to July 1, 2003**; 3) permitted their commissions to expire **prior to July 1, 2003**, and did not seek reappointment **prior to July 1, 2003**; and 4) had a commission revoked **prior to July 1, 2003**, as the result of a disciplinary action taken by the Department.

FACT SHEET

Acceptable Proof of Identification Documents For Completing Motor Vehicle Forms

PURPOSE:

This fact sheet provides the proper forms of personal identification documents required to be used by an issuing agent to verify the identity of a person when completing motor vehicle forms.

REQUIREMENTS:

Issuing agents are required to attach a legible photocopy of the front and back of the accepted identification credential, along with any title and/or registration application submitted to PennDOT for processing. Agents may only accept one of the following credentials for identification purposes in order to issue title and registration documents:

1. A valid Pennsylvania Photo Driver's License;
2. A valid Pennsylvania Photo Identification Card;
3. A valid Pennsylvania Photo Exempt Driver's License;
4. A valid Pennsylvania Photo Exempt Identification Card; or
5. A valid U.S. Armed Forces Common Access Card
 - Dependents of Armed Forces personnel must provide a valid United States Uniformed Services Identification and Privilege Card (DD Form 1173).

Each of the documents above must be in the same name as the name and address listed on the motor vehicle applications. If the correct address does not appear on the Pennsylvania identification credentials, the applicant must provide the agent with the Driver's License Update Card. If the applicant does not have a Driver's License Update Card, they must obtain one prior to the agent completing the application for title and/or registration.

NOTE: The requirements for Pennsylvania identification do not apply to the seller or sellers of a vehicle. However, this does not exempt the seller or sellers from providing valid government issued photo identification for identification purposes when completing motor vehicle applications as the seller of a vehicle.

When completing motor vehicle applications, agents are required to examine and analyze the identification credential for purposes of validation. It is essential the authorized agent properly identifies the person whose signature is being notarized or verified in lieu of notarization. Please be aware that an authorized agent may be held legally responsible for notarizing or verifying a document without first establishing a person's identity. In order to do this, the only documents that may be used to identify the individual making the application are a valid PA Photo Driver's License, a valid PA Photo Identification Card, a valid PA Photo Exempt Driver's License, a valid PA Photo Exempt Identification Card or a valid U.S. Armed Forces Common Access Card. Dependents of U.S. Armed Forces personnel must provide DD Form 1173. International Driver's Licenses will not be accepted and cannot be used to identify an individual making application. Issuing agents completing motor vehicle applications for title and registration must maintain a front and back copy of the above stated proofs of identification for a period of three years from the date of application.

If unsure of the validity of the credential, **DO NOT PROCESS** the title application. Processing applications for title and registration with any forms of identification other than those listed on this fact sheet, may result in the suspension or termination of your agent contract.

NOTE: Title 67, Chapter 43.5 (f)(3) states "a copy of the document used for identification" must be retained at the place of business of the issuing agent for at least three years." Issuing agents are required to retain a photocopy of the front and back of one of the acceptable identification credentials listed above.

Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.

ITEMS AGENTS SHOULD EXAMINE TO VALIDATE IDENTIFICATION CREDENTIALS

Pull out your driver's license or photo identification card and compare it to the identification credential presented to you. This will assist you in determining the validity of the product.

VALID PENNSYLVANIA DRIVER'S LICENSE

VALID PENNSYLVANIA DRIVER'S LICENSE

There is an 8-digit number.

Does the driver's license contain a three-digit code?

Does the driver's license contain a signature? Is the signature in the correct position?

Do the photos match?

VALID PENNSYLVANIA DRIVER'S LICENSE
 VISITPA.COM
 DRIVER'S LICENSE
 No. **99 000 423** Dups: **01**
 DOB **08/28/1960** Sex **M**
 Class **C** Eyes **BRN**
 Endorse Height **6'00"**
 Com/Med Rstr **B**
 Issued **08/28/2004**
 Expires **08/29/2008**
 ORGAN DONOR
JOHN T SAMPLE
123 ANY STREET
HOMETOWN PA 00000
 Signature: *John T. Sample*
 DL

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD

There is an 8-digit number.

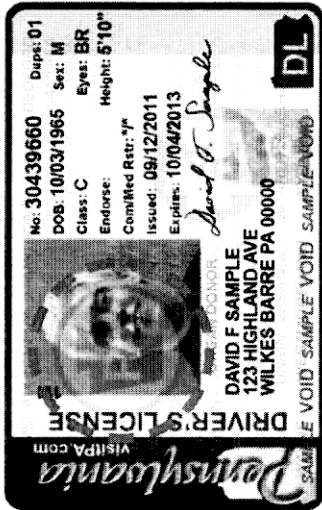
Does the identification card contain a three-digit code?

Does the identification card contain a signature? Is the signature in the correct position?

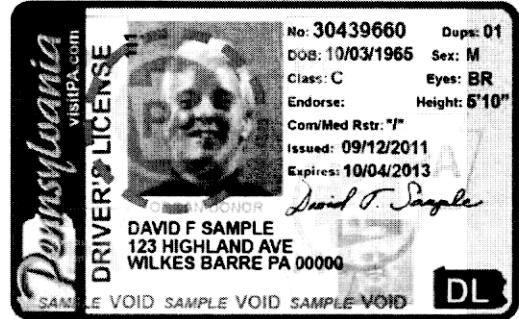
Do the photos match?

VALID PENNSYLVANIA PHOTO IDENTIFICATION CARD
 VISITPA.COM
 IDENTIFICATION CARD
 No. **99 000 423** Dups: **01**
 DOB **08/18/1974**
 Sex **F**
 Eyes **BLU**
 Height **5'02"**
 Issued **08/20/2004**
 Expires **08/31/2008**
 ORGAN DONOR
EVELYN T SAMPLE
123 ANY STREET
HOMETOWN PA 00000
 Signature: *Evelyn T. Sample*
 ID

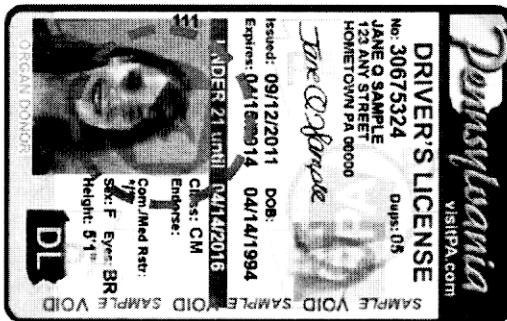
Agents are required to examine and analyze the identification credential for the purposes of validation. The information provided are examples of items agents should be examining on the identification credential provided and is not an all inclusive list. There may be other items agents may find during examination such as font size, photo askew, etc., that would indicate the document is invalid or unreliable.



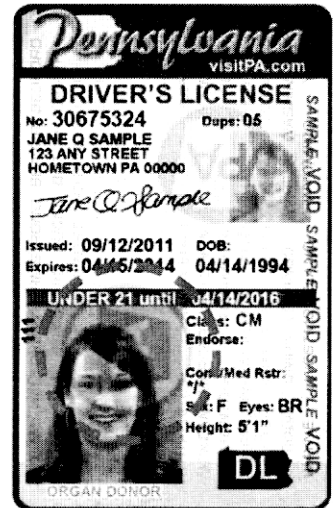
Black Keystone
Over White Background



White Keystone
Over Black Background



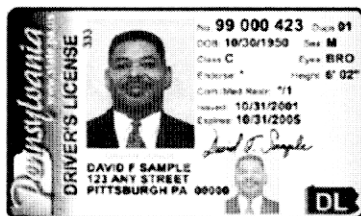
White Keystone
Over Black Background



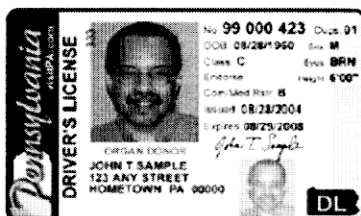
Black Keystone
Over White Background

UPDATED FEATURES TO THE PENNSYLVANIA DRIVER'S LICENSE AND PHOTO ID CARD FACT SHEET

As part of PennDOT's efforts to improve its products and services, several features on the Pennsylvania Driver's License and Photo ID Card have been updated. PennDOT began issuing updated products on February 28, 2005. All products in the previous design will remain valid until their expiration date.

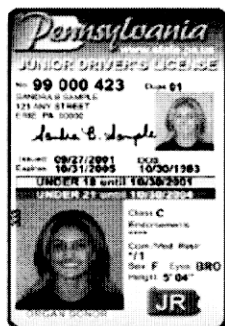


Previous Driver's License

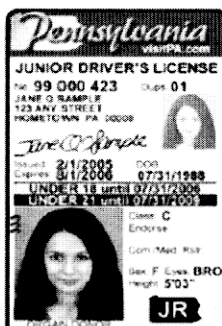


Updated Driver's License

- Solid, non-fading vertical bands of color replace fading bands of color.
- Web site has changed to visitPA.com

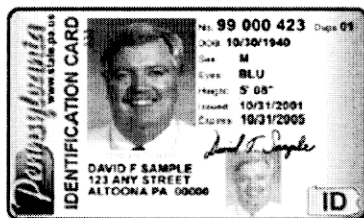


Previous Junior Driver's License

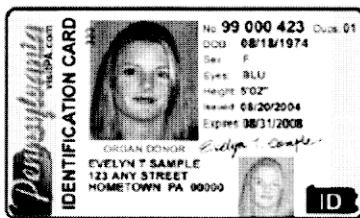


Updated Junior Driver's License

- "JR" quick identifier map (located on the bottom right corner) is now in blue with yellow lettering.
- Solid, non-fading horizontal bands of color replace the fading bands of color.
- The words "Junior Driver's License" now appears in blue.
- Web site has changed to visitPA.com



Previous Photo ID Card



Updated Photo ID Card

- "ID" quick identifier map (located on the bottom right corner) is now in blue with yellow lettering.
- Solid yellow, non-fading vertical band of color replaces blue fading vertical bands of color.
- Web site has changed to visitPA.com



- PennDOT has begun to issue temporary Driver's License and Photo ID cards to individuals who have never had a Pennsylvania DL or Photo ID card, i.e. new drivers and new residents. The temporary DL or Photo ID card will be a valid credential for 15 days. Once validation is completed, individuals will receive their permanent DL or Photo ID card in the mail within 15 days.

**SPECIAL NOTICE:
NOTARY PUBLIC FEES FINALIZED AND EFFECTIVE**

On May 28, 2005, rulemaking relating to the fees that notaries public may charge for notary services became final. To view a copy of the published rulemaking, see <http://www.pabulletin.com/secure/data/vol35/35-22/1045.html>. The rulemaking amends the regulations at 4 Pa. Code § 161.1 (relating to schedule of fees) and is effective immediately. The text of the Annex may be viewed at 34 Pa.B. 3136.

Effective May 28, 2005, the fees that notaries public may charge for notary services are the following:

Executing affidavits (no matter how many signatures)	\$ 5
Executing acknowledgments	\$ 5
In executing acknowledgments, each additional name.....	\$ 2
Executing certificates (per certified copy)	\$ 5
Administering oaths (per individual taking an oath)	\$ 5
Taking depositions (per page)	\$ 3
Executing verifications.....	\$ 5*
Executing protests (per page).....	\$ 3

*New fee

For more information, contact:

Bureau of Commissions, Elections and Legislation,
Department of State,
210 North Office Building,
Harrisburg, Pennsylvania 17120
Telephone: (717) 787-5280

May 2005



COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF STATE
 HARRISBURG, PA 17120-0029
www.dos.state.pa.us

OFFICE OF THE
 SECRETARY OF THE COMMONWEALTH
 717-787-6458

BUREAU OF COMMISSIONS,
 ELECTIONS & LEGISLATION
 717-787-5280

Re: Notarized documents submitted for certification/apostille

To Whom it May Concern:

Please be advised that all notarized documents presented to the Secretary of the Commonwealth for authentication **MUST** contain:

- **Rectangular notary seal/stamp of Pennsylvania notary public**
 (embosser is no longer required, but may be used in addition to the seal/stamp)
- **Proper notary statement**
 (must contain one of these: certification, affidavit or acknowledgment wording – sample statements are provided below)
- **Signature of notary public**
- **Date of notarial act**

Documents which do not contain a notary statement (have just a notary seal/stamp and notary signature) will be rejected and returned for appropriate notarial wording.

On a notarized document submitted for certification/apostille, there are three different notary statements that may be used, which indicate the type of notarial act being performed: certification, affidavit or acknowledgment.

1. **Certification wording** – A notary public may certify that a document is a full, true and accurate copy of the one that was copied.

Sample certification certificate

Commonwealth of Pennsylvania)
)SS:
 County of _____)

I certify that the attached copy of a _____ dated _____ is a true, correct and complete copy of the original.

In witness whereof, I hereunto set my hand and official seal.

(notary seal)

 Notary Public

 Date

2. Affidavit wording – An affidavit is a voluntary, sworn written statement made before an officer authorized to give oaths, such as a notary public. The name of the affiant (the person giving the statement) must be mentioned in the affidavit and the affiant is required to sign the affidavit in the notary’s presence.

Sample affidavit wording

Commonwealth of Pennsylvania)
)SS:
County of _____)

Before me, the undersigned notary public, this day, personally appeared _____ to me known, who being duly sworn according to law, deposes the following:

(Affiant’s Statement)

(Signature of Affiant)

Subscribed and sworn to before me this ____ day of _____, 20__.

(notary seal)

Notary Public

3. Acknowledgment wording – An acknowledgment is a formal declaration before a notary, by a person who has signed a document, that the document is his or her act. The person acknowledging the document must personally appear before the notary. In addition, the person may sign the document in the notary’s presence, or acknowledge that the signature already on the document is his or her own.

There are five forms of acknowledgment specified in the Uniform Acknowledgment Act, but the most common (for an individual) follows.

Commonwealth of Pennsylvania)
)SS:
County of _____)

On this, the ____ day of _____, 20__, before me a notary public, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

(notary seal)

Notary Public

In addition to rejecting documents that do not contain notary statements, the Bureau of Commissions, Elections and Legislation will refer a copy of all improperly notarized documents to the Prosecution Division of the Department of State’s Legal Office. This may result in formal discipline of the notary public whose name and seal are on the document.

Thank you for your attention to this information.



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 approval.**
FEE: NONE

CHECK ONE: **New Approval**
 Renewal of Approval (have been an approved e-notary in Pennsylvania before)

For Official Use Only

Current notary commission information:		YES (√)	NO (√)
Are you currently a commissioned notary public in Pennsylvania? If YES and you wish to apply for electronic notary (e-notary) status, please continue to complete the remainder of this application. If NO, then STOP. You <u>must</u> hold a current commission as a notary public prior to applying for electronic notary status.			
Notary commission expiration date	Notary commission ID Number	Full name on current commission	

All information provided on this application must match the information on your current notary record.
If any of the information does not match, please provide the correct information on this application with an attached explanation regarding the change(s).

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)	Gender (Check One): <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number (xxx-xx-xxxx)	Email Address (Required)
Name of Employer/Business where Notary Commission is 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: Criminal History and Other Notary Commission History (Check or mark appropriate boxes)	YES (√)	NO (√)
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: 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 approval to act as an electronic notary.

Applicant Signature (must match name in Part I) _____

Date _____

IMPORTANT NOTICE

In order to obtain approval from the Department of State to electronically notarize, you must first be a duly appointed and commissioned notary public in the Commonwealth of Pennsylvania, holding a current and unrestricted commission. DO NOT apply for approval to electronically notarize if you fail to meet this requirement. Please contact the Department of State or visit our website at <http://www.dos.state.pa.us/notaries> for information on how to become a notary public in Pennsylvania.

General Instructions

- Use your name and business address as they appear on the notary public commission records of the Department of State.
- Use your notary commission ID number as it appears on your notary commission issued by the Department of State.
- Applications will be accepted only on the form approved for use by the Secretary of the Commonwealth.
- All answers are subject to investigation and false statements will be deemed as adequate grounds for rejection. Please be advised that a felony conviction or a plea of guilty or nolo contendere or a commission revocation in the Commonwealth or any other state within the last five years prior to application will result in application rejection.
- **Filing Fee: NONE.**
- All correspondence, notices and reminders from the Department of State concerning your electronic notary public application and approval will be mailed to the business address as it appears on your notary public commission and/or the e-mail address provided on this application.
- Upon approval as an electronic notary, the Department of State will notify the applicant by mail and e-mail with an Electronic Notary Approval Letter. The applicant must complete the process for obtaining an electronic notary solution **within 45 days** of the date the Electronic Notary Approval Letter is issued or the approval becomes null and void. **Extensions will not be given.**
- The Secretary may, for good cause, reject any notary public application subject to the right of appeal.

Electronic Notarization Program

The Eight Steps to Becoming an Electronic Notary in Pennsylvania

- Step 1 The duly appointed and commissioned notary public in the Commonwealth of Pennsylvania who holds a current and unrestricted commission completes the Electronic Notary Public Application and submits it to the Department of State's Bureau of Commissions, Elections and Legislation. The electronic notary application form is available from BCEL upon request or on the Department's website at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).
- Step 2 The Department of State processes the electronic notary application and either approves or rejects the application in writing. If approved to act as an electronic notary, the applicant will be notified by mail with an Electronic Notary Approval Letter from the Department of State, sent to the business office of record of the notary public. The Department will also send an approval e-mail to the e-mail address provided by the approved electronic notary on the electronic notary application. The approval letter will authorize the notary to participate in the Department's Electronic Notarization Program for not longer than the end of the notary's current four-year commission as a notary public or for a lesser period of time, depending on the electronic notarization solution chosen by the notary. The notary has 45 days from the date of the Approval Letter to complete the process for obtaining an electronic notary solution or the approval becomes null and void.
- Step 3 The approved electronic notary appears in-person before a participating county Recorder of Deeds and presents the Electronic Notary Approval Letter and satisfactory evidence of identity to the Recorder. Satisfactory evidence of identity consists of a current state or federal government-issued photo identification document. The Recorder of Deeds enters the identification information for the notary into the shared Electronic Notarization Program database. The list of participating Recorders of Deeds may be found at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).
- Step 4 The approved electronic notary is notified via e-mail to log onto the Department of State's website to select an approved electronic notary solution provider. The approved electronic notary may select more than one approved electronic notary solution provider at this time. To log onto the Department's website, go to <http://www.dos.state.pa.us/notaries> (choose the link to Notary Searchable Database & eServices and then click on "Search ENotaries" under "Services for ENotaries"). NOTE: You must have a valid PAPowerPort login account to complete this step. If you do not have an account, you may register for one through the Notary Searchable Database & eServices webpage.
- Step 5 The Department of State provides information to the selected electronic notarization solution provider(s) that the Pennsylvania notary is authorized to receive an electronic notary solution.
- Step 6 The electronic notary and the selected electronic notary solution provider will work together directly to pay for and obtain an electronic notary solution. Contact information for the approved electronic notary solution providers may be found at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).

- Step 7 Once an electronic notary solution has been issued by the approved electronic notary solution provider to the notary, notification will be made to the Department of State and the electronic notary's record will be updated showing that an electronic notary solution has been issued to that notary.
- Step 8 The approved electronic notary may now use his/her electronic notary solution until the end of the notary's current four-year commission as a notary public or for a lesser period of time as necessitated by the particular electronic notary solution, whichever is shorter.

Revised 1/25/2008
Last Revised 8/30/2010

Approved Electronic Notary Solution Vendors

The following is a complete listing of organizations approved by the Department to offer electronic notary solutions to Pennsylvania notaries public that obtained approval to notarize electronically. Vendors are listed in the order that their electronic notary solution programs were approved by the Department.

DocVerify

Attn: Darcy Mayer, CTO
2802 Business Center Drive #280
Irvine, CA 02612
(949) 222-2900
dmayer@docverify.com
www.docverify.com

Electronic Document Logistics, Inc.

Attn: Timothy Davis, CTO
P.O. Box 58309
Raleigh, NC 27658-8309
(919) 341-4101
tdavis@edldocs.com
www.edldocs.com

Safedocs Inc

Attn: Terry Van Bibber
2537 Rolling Hills
Alamo, CA 94507
(760) 861-0938
tvb@safedocsus.com
www.safedocsus.com

Simplifile

Attn: John Riddell
4844 North 300 West, Suite 202
Provo, UT 84604
(801) 373-0151 Ext. 1131
john.riddell@simplifile.com
www.simplifile.com

WWNotary, L.L.C. dba World Wide Notary

Attn: Jason Streit, President/CTO
3301 Wilbarger Street
Vernon, TX 76384
(940) 553-4585 press 1 #101
jstreit@wwnotary.com
www.wwnotary.com

Ingeo Systems, Inc.
Attn: Jana Miyasaki
1300 North 200 East
Suite 118
Logan, UT 84341
(435) 755-9837 x145
jmiyasaki@ingeo.com
www.ingeo.com



Section 7. Vacation of office; change of residence (57 P.S. § 153)

(a) In the event of any change of address within the Commonwealth, notice in writing or electronically shall be given to the Secretary of the Commonwealth and the recorder of deeds of the county of original appointment by a notary public within five (5) days of such change. For the purpose of this subsection, "address" means office address.

PRINT OR TYPE CLEARLY. FILL OUT FORM COMPLETELY. Do **not** leave any blanks. Use "none" or "N/A" if applicable. There is no fee for filing this form with the Department of State. Please check with the applicable Recorder of Deeds office whether this form may be used and for any recording fee.

For Official Use Only

Email address where you can be contacted about this form: _____

Notary commission expiration date	Notary commission ID number
Full name as commissioned	Date of Birth (mm/dd/yyyy)

Employer/Business Information of Record			
Old Employer/Business Name			
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	

New Employer/Business Information of Record (NOTE: Employer/Business contact information will be public record)			
New Employer/Business Name			
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 Address of Record			
Home Street Address (P.O. Box alone is insufficient)	City	State	Zip Code
Home Telephone (include area code)	Municipality (city/borough/township)	County	

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

APPLICANT AFFIDAVIT: 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 filing 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.

 Notary Signature (must match full name as commissioned)

 Date

Notary Public Change of Address Addendum

----- FOR RECORDER OF DEEDS USE ONLY -----

State of _____
County of _____

This acknowledgement is not required to be executed for filing this form with the Department of State. However, an acknowledgment may be required prior to recording with the applicable Recorder of Deeds office, if that Recorder of Deeds office accepts this notary public change of address form.

On this, the _____ day of _____, 20____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Title of Officer



Section 7. Vacation of office; change of residence (57 P.S. § 153)

(a) ...A notary public vacates his office by removing the notary's residence and business address from the Commonwealth, and such removal shall constitute a resignation from the office of notary public as of the date of removal.

(b) If a notary public neither resides nor works in the Commonwealth, that notary public shall be deemed to have resigned from the office of notary public as of the date the residency ceases or employment within the Commonwealth terminates. A notary public who resigns that notary's commission in accordance with this subsection shall notify the Secretary of the Commonwealth in writing of the effective date of the resignation.

PRINT OR TYPE CLEARLY. FILL OUT FORM COMPLETELY. Do not leave any blanks.
 Use "none" or "N/A" if applicable. There is no fee for this filing.

For Official Use Only

Notary commission expiration date	Date of Birth (mm/dd/yyyy)
Notary commission ID number	Telephone number (including area code)

Email address where you can be contacted about this form: _____

PART I: Full name as it appears on your current commission:			
First Name	Middle Name or Initial (if used)	Last Name	Suffix (if applicable)

Reason for resignation:

I no longer live or work in the Commonwealth of Pennsylvania. _____
 (check, if yes)

Other (please specify): _____

NOTE: Upon resignation, pursuant to 57 P.S. § 161, notaries public must deliver their register to the office of the recorder of deeds of the county in which they maintain their business address within 30 days. Pursuant to 57 P.S. § 168.1, the notary public must deliver the rubber stamp seal to the Department of State, Bureau of Commissions, Elections and Legislation within 10 days after the date of resignation.

APPLICANT AFFIDAVIT: 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 filing 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.

 Notary Signature (must match commission information)

 Date



Section 10. Change of Name (57 P.S. § 156)

Whenever the name of any notary is changed by decree of court, or otherwise, such notary may continue to perform official acts, in the name in which he or she was commissioned, until the expiration of his or her term, but he or she shall, within thirty (30) days after entry of such decree, or after such name change, if not by decree of court, notify the Secretary of the Commonwealth and the recorder of deeds of the county in which he or she maintains an office of such change of name. The Secretary of the Commonwealth shall mark the public records relating to the notary accordingly and the recorder of deeds shall record the notification. Application for reappointment of such notary shall be made in the new name.

PRINT OR TYPE CLEARLY. FILL OUT FORM COMPLETELY. Do **not** leave any blanks. Use "none" or "N/A" if applicable. There is no fee for filing this form with the Department of State. Please check with the applicable Recorder of Deeds office whether this form may be used and for any recording fee.

For Official Use Only

Notary commission expiration date	Date of Birth (mm/dd/yyyy)
Notary commission ID number	Telephone number (including area code)

Email address where you can be contacted about this form: _____

PART I: Full name as it appears on your current commission:			
First Name	Middle Name or Initial (if used)	Last Name	Suffix (if applicable)

PART II: Name has changed to:			
First Name	Middle Name or Initial (if used)	Last Name	Suffix (if applicable)

Original bond and commission recorded in Book _____, Page _____, **OR** under Instrument Number _____ in the office of Recorder of Deeds, _____ County, Pennsylvania.

Effective date of name change: ____/____/____ Reason for change of name (circle one): Marriage / Divorce / Court Order / Other
 Please provide proof of name change (e.g. marriage certificate, court order, divorce decree)

APPLICANT AFFIDAVIT: 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 filing 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.

Notary Signature (must match new name exactly as listed in Part 1) _____
Date

----- FOR RECORDER OF DEEDS USE ONLY -----

State of _____
 County of _____

This acknowledgement is not required to be executed for filing this form with the Department of State. However, an acknowledgment may be required prior to recording with the applicable Recorder of Deeds office, if that Recorder of Deeds office accepts this notary public change of name form.

On this, the _____ day of _____, 20____, before me _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained.
 In witness whereof, I hereunto set my hand and official seal.

 Title of Officer

10 Things Every PA Notary Should Know

A Free Guide For New & Renewing PA Notaries



A publication of **thepanotary.com**

10 Things Every PA Notary Should Know

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thepanotary.com

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If you submit your e-mail you can download our free ebook in PDF.

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Introduction

10 Things Every PA Notary Should Know

The purpose of this ebook is to provide all Pennsylvania Notaries with a helpful guide that highlights important information often overshadowed within the notary public law.

This guide is organized into three chapters to share what you should know ***Before You Notarize*** documents, what you should be aware of when ***Performing Notarizations*** and tips on ***Safeguarding Yourself After Notarizations***.

If you are already a Notary or are considering becoming one, we hope that you find the information in the following pages significant and useful no matter where you are on your notarial journey.



Chapter One

BEFORE YOU NOTARIZE

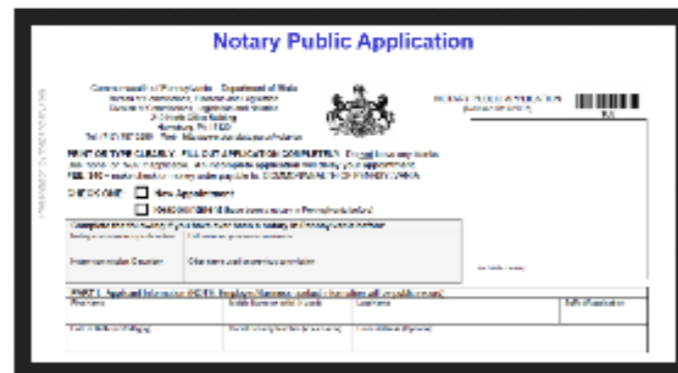


1

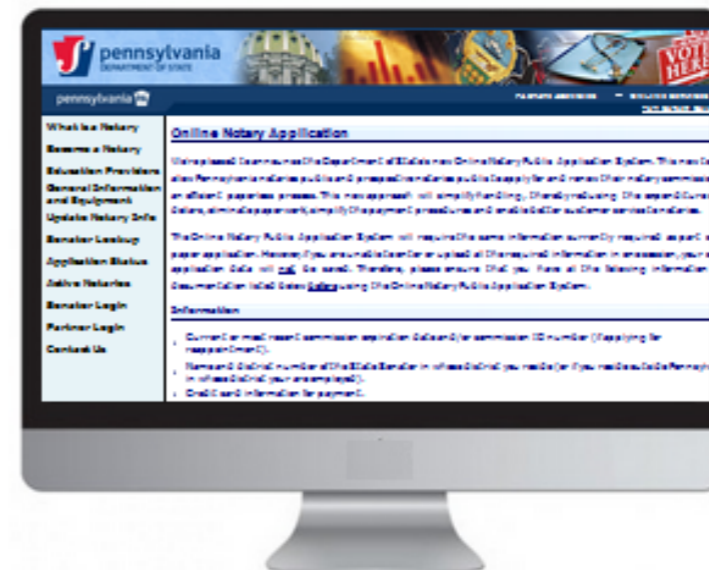
Nobody Likes Rejection



In 2012 the Dept. of State implemented online processing of Notary Public applications. One of several benefits of applying online is that you will help save a tree and the department estimates that taxpayers will save up to \$80,000 per year.



Paper Application



Online Application

Applicants who apply online don't have to worry about some of the most common reasons that paper applications are rejected. Such as **being illegible, unsigned and lacking a Senatorial Endorsement**, to name a few.

However, there are a few items that should be double checked before beginning the online application process.



Make sure that the following items are correct before submitting your application online

- Legal name used on application - no nicknames or abbreviations
- Address used is a **NOT** a P.O. Box
- You have completed a 3 hour classroom or interactive online notary education course within the six (6) months preceding your application
(For New or Renewing Notaries who were commissioned after July 1, 2003)
- Course completion certificate matches legal name on the application
- You have not omitted any information, (i.e., name or address change, misdemeanor)

2

To Emboss Or Not To Emboss



EMBOSSER

Act 151 of 2002 repealed the Notary Public Law requirement to utilize both a Notarial Seal and Embosser for the authentication of notarized documents. The Embosser, which leaves a raised impression on documents, may be used solely at the Notary's option, but is not required.



NOTARIAL SEAL

As a result of the repeal of the Embosser requirement, it is recommended that the wording **“Commonwealth of Pennsylvania”** be placed along the top perimeter of the Notarial Seal. However, it is not required. The wording simply provides notice that the Notary is commissioned in Pennsylvania. It was previous only contained on the Embosser.

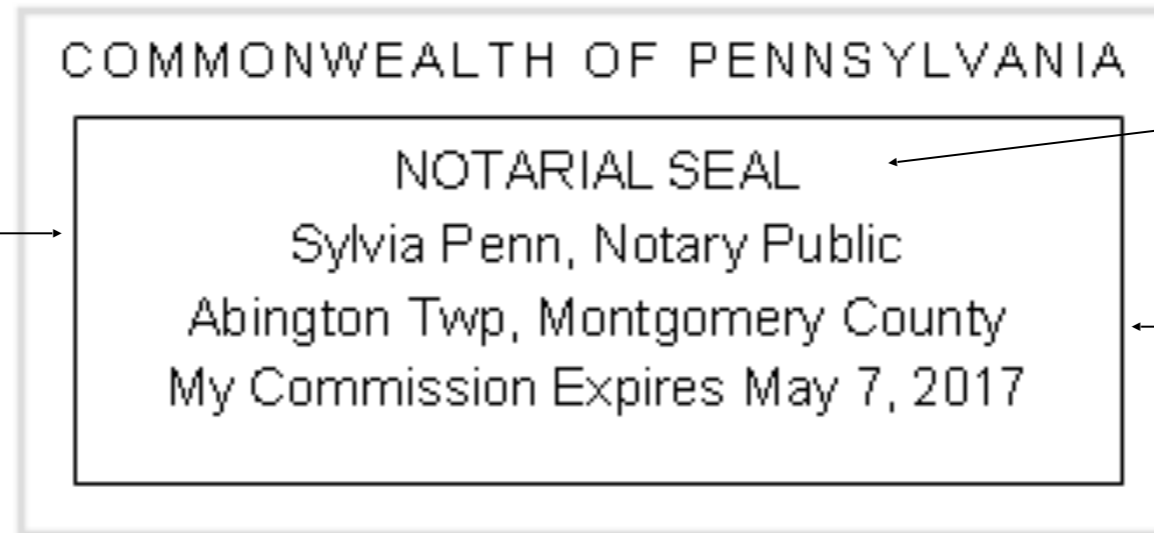
COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Sylvia Penn, Notary Public
Abington Twp, Montgomery County
My Commission Expires May 7, 2017



SAMPLE NOTARIAL SEAL

"Commonwealth of Pennsylvania" written above top border of the Seal (Optional)

The words **"NOTARIAL SEAL"** are the first words appearing inside the square box of the Seal



The Name and Surname of the Notary followed by the words **"NOTARY PUBLIC"**

The Name of the Municipality and County where the Notary lives or maintains an office

The Date the Notary's Commission Expires is always positioned on the last line of the Notarial Seal

DISCLAIMER: This is not the actual size of a Pennsylvania Notarial Seal. This image is enlarged for educational purposes only.



3

Whose the Boss of Your Notary Seal ?



When an employer sponsors the cost of a Notary Public Commission, many Notaries will say:

- *I can only use my notary for work*
- *I can't take my seal home because it has to stay at the office*
- *If I get another job, I can't take my notary seal because my boss paid for it*

When an employer pays for the Commission and Notarial Seal, many Notaries believe that they can only notarize documents at work and cannot take their Seal and Register with them when they leave work or change employment, **THIS IS NOT TRUE.**

Section 12(d) of the Notary Public Law (NPL) clearly states:

The notary public seal is the exclusive property of the notary to whom it is issued, and a notary shall be responsible at all times for maintaining custody and control of the seal. No notary public shall permit the use of the seal by another person.



You may notarize documents as a part of your job duties at a Bank, Title Company, Health Care Facility, Municipal or State Office and other types of entities. There is no distinction on where you work or whom you work for.

The Notarial Seal belongs to You, NOT the employer.

If an employer tells you that you can only notarize documents for work or refuses to allow you to take your Notary Seal with you when you leave work or change employment; it is a violation of the notary public law.



Chapter Two

PERFORMING NOTARIZATIONS



4

May I Please See Your ID ?



Before a Notary administers an Oath or Affirmation, take an Acknowledgement or Affidavit, the Notary will usually ask the Signer, "*May I Please See Your ID?*"

The Signer may present a voter registration card or a work ID. While both are forms of ID, they are **NOT** sufficient. Knowing what type of Identification to ask for and how to validate a Signer's Identity is of the utmost importance.

According to the Notary Public Law (NPL Section 12.1) there are **three** ways to validate a Signers Identity. *Through:*

- **Personal Knowledge**
- **Satisfactory Evidence**
- **Oath or Affirmation from a Credible Witness**

“Personal knowledge” means having an acquaintance, derived from association with the individual in relation to other people and based upon a chain of circumstances surrounding the individual, which establishes the individual’s identity. (NPL 12.1 a)

“Verification From a Credible Witness” means an oath or affirmation of a witness who is personally known to the notary and who personally knows the individual. (NPL 12.1 a)

Since most Notarizations will require Signers to present Identification, let's delve into what it means to validate identities using **Satisfactory Evidence**.



"Satisfactory Evidence" means the reliance on the presentation of a current, government-issued identification card bearing a:

- **signature**
- **photograph**
- **physical description**
- **serial or identification number**

(NPL 12.1 a)

Social security cards and birth certificates are government issued and contain identification numbers, but they lack photographs. In some instances they can be used as secondary forms of identification to further validate the primary form of identification. In no instances shall they be used as a primary source of satisfactory evidence.



Various forms of identification including some government-issued ID's are **NOT** acceptable for use as **satisfactory evidence** of identification, such as:

- **Work IDs**
- **School IDs**
- **Utility Bills**
- **Medicaid Cards**
- **Voter Registration**
- **ATM / Debit Cards / Credit Cards**

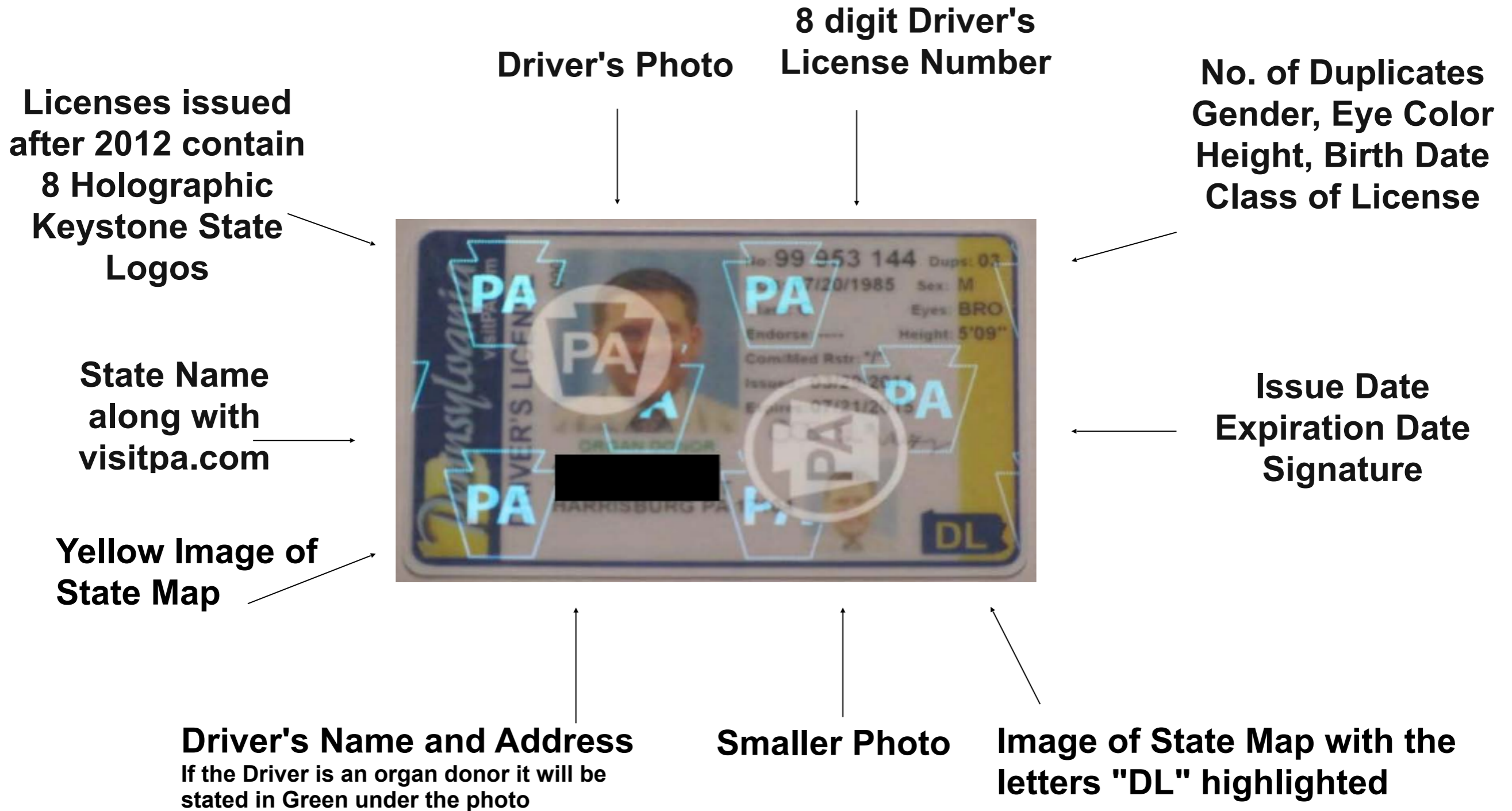
Acceptable government issued identification include:

- **United States Passport**
- **United States Military ID**
- **State Issued Drivers Licenses & Photo IDs**

In Pennsylvania, drivers licenses and photo identification cards are issued by the Pennsylvania Department of Transportation (PennDot).



Pennsylvania Driver's License



DISCLAIMER: This is not the actual size of a Pennsylvania Driver's License. This image is reduced for educational purposes only.

For more information regarding
Pennsylvania issued IDs, download the free PA
ID Guide in the bonus material section of our website
@ thepanotary.com



5

Acknowledgments vs. Affidavits



At first glance an **acknowledgement** and an **affidavit** may appear to be the same thing.

Upon closer review you will see key differences that distinguishes one from the other.

Acknowledgment

- The Signer appears before the Notary. The Notary verifies the Signer's identity.
- The Signer **ACKNOWLEDGES** that they are signing/have signed the document.
- Notary completes the **Acknowledgment** with a **Certificate** which confirms that the Signer appeared before the notary and acknowledged that he/she signed the document. The document may be signed in the presence of a notary or prior to seeing the notary. **Acknowledgment** is the signer saying, "*Yes, that's my signature.*" (signed previously or contemporaneously).
- The wording is most commonly: "**Before me, the undersigned officer, personally appeared [name of the person] known to me or satisfactorily proven to me to be the person whose name is subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes contained therein.**"

Affidavit

- The Signer appears before the Notary. The Notary verifies the Signer's identity.
- The Signer **SWEARS** or **AFFIRMS** to the Notary that the statement(s) they are making is/are true.
- The Notary completes the **Affidavit** with wording confirming that the Signer appeared before the Notary and made the statement(s) in the Affidavit **under Oath** or **Affirmation**. The affiant must sign the **Affidavit** in the Notary's presence.
- The wording of an **Affidavit** is most commonly: "**Subscribed and Sworn to Before Me.**"



SAMPLE ACKNOWLEDGMENT

In this example the Notary is only validating that Joe Doe has signed the document

I, Joe Doe, reside at 1111 Main Street, Notown, PA

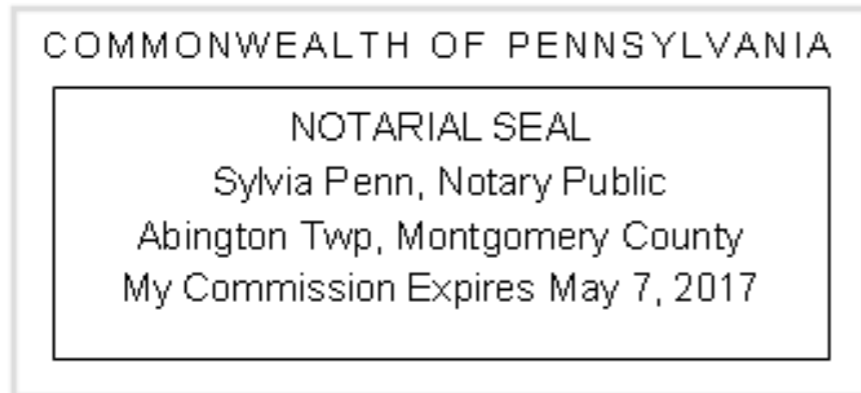
Joe Doe

State of Pennsylvania

County Allegheny

On this the 1st day of April, 2013 the undersigned officer, personally appeared Joe Doe

Personally known to me or proven to me on the basis of satisfactory evidence to be the person(s) whose name(s) is / are subscribed to the within instrument and acknowledged to me that he / she / they executed the same for the purposes herein stated.



WITNESS my hand and official seal

Sylvia Penn

My Commission Expires: 5/7/2017



SAMPLE AFFIDAVIT

In this example Joe Doe is attesting his address to the Notary

I, Joe Doe, reside at 1111 Main Street, Notown, PA

Joe Doe

State of Pennsylvania

County Allegheny

On this the 1st day of April, 2013 the undersigned officer, personally appeared Joe Doe

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Sylvia Penn, Notary Public

Abington Twp, Montgomery County

My Commission Expires May 7, 2017

SUBSCRIBED and SWORN before me,

Sylvia Penn

My Commission Expires: 5/7/2017



6

A Complete Certificate



When a person appears before a Notary Public and makes an **ACKNOWLEDGEMENT** declaring that the signature contained within the document is his/her act, the Notary Public evidences the **ACKNOWLEDGMENT** with a **CERTIFICATE**.

Certificates are governed under the Uniform Acknowledgement Act (UAA). The act has set a standard for the format and wording used within a Certificate. It is the duty of the Notary Public to properly complete the certificate.

In the following examples, you will notice that the words used to certify an individual signer are not the same as it is for a corporate representative or trustee signing on behalf of an organization. When a signer appears before you, you may want to double check the wording on the certificate. An improper certificate can cause the Notarization to become void.

Example of Certificate for Individual

State of Pennsylvania

County of Adams

On this, the 1st day of April, 2013, before me Sylvia Penn,
the undersigned officer, personally appeared Flo Doe, known to me (or
satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the
within instrument, and acknowledged that she executed the same for
the purposes therein contained.

In witness whereof, I hereunto set my hand and official seals.

Sylvia Penn
Signature Notary Public

Title Of Officer

(Seal)

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Sylvia Penn, Notary Public

Abington Twp, Montgomery County

My Commission Expires May 7, 2017

Example of Certificate for Corporation

State of Pennsylvania

County of Allegheny

On this, the 1st day of April, 2013, before me Sylvia Penn,
the undersigned officer, personally appeared Joe Doe, who acknowledged
himself to be the President of ABC Electronics, a corporation, and that he as
such President, being authorized to do so, executed foregoing instrument for
the purpose therein contained by signing the name of the corporation by himself
as Joe Doe, President

In witness whereof, I hereunto set my hand and official seal.

Sylvia Penn

Signature Notary Public

Title Of Officer

(Seal)

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Sylvia Penn, Notary Public

Abington Twp, Montgomery County

My Commission Expires May 7, 2017

Example of Certificate for Trustee Administrator, Guardian or Executor

State of Pennsylvania

County of Montgomery

On this, the 1st day of April, 2013, before me Sylvia Penn,
the undersigned officer, personally appeared Zoe Doe, of the State (County
or City as the case may be) of EFG Church, known to me (or satisfactorily
proven) to be the person described in the foregoing instrument, and
acknowledged that he executed the same in the capacity therein stated and for
the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Sylvia Penn

Signature

Notary Public

Title Of Officer

(Seal)

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Sylvia Penn, Notary Public

Abington Twp, Montgomery County

My Commission Expires May 7, 2017

7

Schedule of Fees



The **Notary Public Law (NPL)** Section 21 (a), (b) is very clear that:

- (a) *The fees of notaries public shall be fixed by the Secretary of the Commonwealth with the approval of the Attorney General.***

- (b) *A notary public shall not charge, attempt to charge or receive a notary public fee that is in excess of the fees fixed by the Secretary of the Commonwealth.***

This does not restrict the Notary from setting a separate fee schedule for services performed in addition to those for notarizations. Charging for clerical or administrative services such as copying, mobile notary / travel, etc. are entirely up to the Notary. The law also states that signers should be informed of the cost of those services upfront and provided with an itemized receipt for such services.



Notary Public Fees are established by the Secretary of State and
Cannot Be Changed. Below is an excerpt of the Dept. of State's
Notary Public Fee Schedule

Last Revised May 28, 2005

Executing affidavits (no matter how many signatures)	\$ 5
Executing acknowledgments	\$ 5
In executing acknowledgments, each additional name.....	\$ 2
Executing certificates (per certified copy)	\$ 5
Administering oaths (per individual taking an oath)	\$ 5
Taking depositions (per page)	\$ 3
Executing verifications.....	\$ 5*
Executing protests (per page).....	\$ 3

The complete Fee Schedule is available for download from the State's website.

For your Convenience you may also download it from the

“**BONUS**” section of our website @ thepanotary.com



SAMPLE NOTARY RECEIPT

Receipt No. 143 Date: 5/25/2013 Customer: **Joe Doe**

Executed Affidavit	5.00
Travel	50.00
Photocopies	10.00
Scan / Email	4.50
Fax	1.00

Total Fees	\$ 70.50
-------------------------	-----------------

This notary fee is established by the Secretary of the Commonwealth and cannot be changed

Administrative fees are established by the Notary and must be disclosed as separate fees from the Notarization



Chapter Three

SAFEGUARDING YOURSELF AFTER NOTARIZATIONS



8

Return My Register, Really?



The Notarial Register, often referred to as a journal, is evidence of each and every notarization that you perform. Every act must be documented in chronological order. If you make a copy of the Signer's ID and a copy of the document you notarized, it does not substitute the requirement for recording it in your register.

See Sample Notary Register on Page 41



Sample Notary Register

Date of Notarial Act	Character of Act	Date of Instrument	Parties to the Instrument	Amount of Fee Collected	Comment
08/20/12	Oath	08/20/12	Joe Johnson	\$5.00	Nurse Board
09/13/12	Affidavit	09/13/12	Betty Johnson	\$5.00	MV-4 Block A
09/21/12	Acknowledgement	09/20/12	Joe Johnson, Jr.	\$5.00	Deed, Rd. 2 Harrisburg

According to the **Notary Public Law (NPL) Section 15(c)**:

A notary public register is the exclusive property of the notary public, may not be used by any other person and may not be surrendered to any employer of the notary upon termination of employment.

Keep in mind that although the register is your property, it is required to be returned within **30 days** to the Office of the **Recorder of Deeds** under the following circumstances:

- **Revocation**
- **Resignation**
- **Death or Disqualification**
- **Expiration of a Commission without a renewal**

For more information on Maintaining Your Register see [Module 5 - Section 8](#) of the Free PA Notary Course @ thepanotary.com



9

The NO Zone

Common Reasons for Discipline & Complaints



According to the Dept. of State, Division of Legislation and Notaries,

The Most Common Reasons for Discipline are:

- 1) The Notary Public did not require a document signer to personally appear before the Notary.
 - 2) The Notary Public has not recorded all notarial acts in the Notary's register or the Notary Public has not kept an accurate or complete record of these transactions.
 - 3) The Notary Public has not properly processed motor vehicle paperwork with the Department of Transportation, Bureau of Motor Vehicles.
-

According to the Dept. of State, Division of Legislation and Notaries,

The Most Common Reasons for Complaints are:

- 1) The Notary Public has not required proper identification.
 - 2) The Notary Public has notarized a forged signature.
 - 3) The Notary Public has not accurately processed motor vehicle paperwork with the Dept. of Transportation, Bureau of Motor Vehicles in a timely manner.
-

10

Remember the Time



IF YOU

Complete a State Required Notary Public education course

Receive an Appointment Letter from the Dept. of State

YOU HAVE

6 months months from date of completion to apply for a Notary Commission with the **Dept. of State**

45 days to have your bond, oath of office and signature recorded in the Offices of **Recorder of Deeds** and **Prothonotary**

IF YOU

YOU HAVE

Change your Address

5 days to Notify the **Dept. of State** and the **Recorder of Deeds** of original appointment.

Change your Name

30 days to Notify the **Dept. of State** and the **Recorder of Deeds** of where you maintain an Office.

IF YOU

YOU HAVE

Resign or Vacate Office

30 days to Notify the **Recorder of Deeds** where your Commission is registered

10 days after resignation to send your rubber stamp or seal to the **Dept. of State**

Suspended or Revoked or Renewal Rejected

30 days to surrender your register and all public papers to your **Recorder of Deeds**

10 days after date of notice - to deliver your rubber stamp to the **Dept. of State**



Thank you for downloading

Notaries are an essential part of our society - keeping many industries running smoothly by validating documents and identities, and deterring fraud.

If a public debate ever arose on the need for Notaries, the following parable should make anyone realize the importance, value and affect of Notary Public service on the bottom line and flow of business and in our lives.



A Parable on the Importance of a Notary

Mr. Seek's Dream

Mr. Seek of Notown, with document in need of notarization in hand, searched the net, drove around, asked family, friends, neighbors and even coworkers and strangers to help him find a notary, but none could be found in Notown. Exhausted from his futile search, he sat in his favorite chair and drifted off to sleep into a dream. He dreamt that he lived in a place called, "Couldn't City" and in a world in need of notaries, but there weren't any.

As a result:

Titles couldn't transfer

Travelers couldn't get passports

Owners couldn't prove ownership

Lawyers couldn't get power of attorney

Airlines couldn't book international flights

Real Estate transactions couldn't be validated

The courts couldn't keep up with contested wills

Dealers sold vehicles that couldn't be driven off lots

Shucks, ballpoint pen sales couldn't get out of the red

Mr. Seek awoke from his dream realizing the value of notaries – so much so that he decided to become one.

He completed a free online course, passed the test, received his certificate instantly and sent it to the state along with his application.

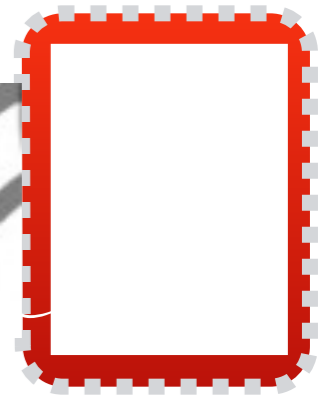
Mr. Seek became the notary that could be found in Notown. However, he still hadn't found for himself a notary, because he couldn't notarize his own documents. He realized that even notaries need notaries.

If you don't want what happened in Notown to happen in your town – and to keep us from becoming "Couldn't Country", do him and the world a favor – don't let his dream come true. Help Mr. Seek find a valuable Notary Public in You!

thepanotary.com

twitter.com/thepanotary

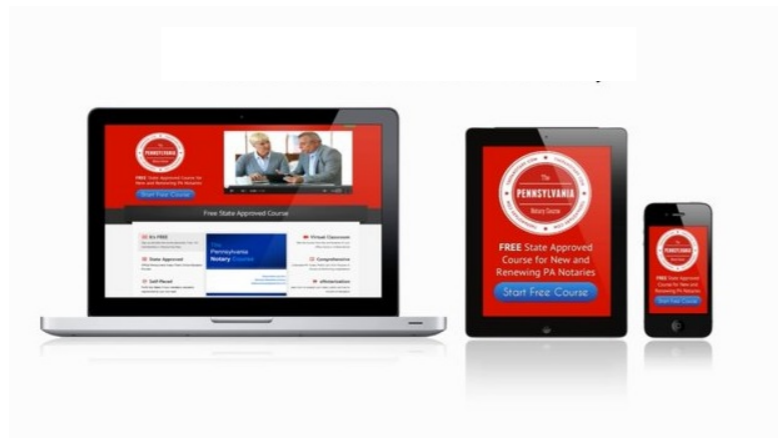
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