

# Education, Application & Exam Cheatsheet

## EDUCATION

- **ALL NEW** and **RENEWING** notaries must complete a 3-Hour Education Course.
- If you are a commissioned notary public and your commission expires by just one day, you must fulfill the education and exam requirements just like a new notary.
- The PA Dept. of State must approve all courses.
- You can complete an approved course online or in a classroom.
- After completing a course, you will receive a certificate.
- Your certificate will expire six months from the date that it is issued.

## APPLICATION

- The application fee is \$42.
- Applications must be submitted on the Dept's paper form or online at the [notaries.pa.gov](http://notaries.pa.gov).
- You must attach a copy of your course completion certificate.
- A complete application must also include your:

**Birthdate**

**Home Address**

**Work Address**

**Social Security Number**

**Legal Name NO Nicknames**

## REJECTION

### Top reasons applications are rejected:

Expired course completion certificate.

Failure to sign a course completion certificate.

Nickname is listed on the application instead of an applicant's legal name.

A fraudulent, dishonest, or deceitful misstatement or omission in the application.

## EXAM

### All new notaries are required to take the PA notary exam.

- You will have **six months from the date your application is approved to take and pass the exam.**
- If you fail the exam the first time, you can retake it an unlimited number of times within your six-month window.
- After passing the exam, your results will be valid for one year.
- After passing the exam, you will receive a '**Notice To Appointee**' and a **blank surety bond form.**