

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/PA/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

❑ Step 1

You are eligible to become a Notary and are in compliance with state requirements:

- **18 years or older**
- **Citizen or permanent legal resident of the United States**
- **Able to read and write English**
- **Nonresident OK if employed in PA; physical business address, no PO Box**
- **Have the honesty, integrity, competence and reliability to act as a Notary Public; conviction of or acceptance of Accelerated Rehabilitative Disposition for a felony or lesser offense involving fraud, deceit or dishonesty will be reviewed by the Department; a finding against or admission of liability in a legal proceeding or Notary disciplinary action in any state will also be reviewed by the Department**

❑ Step 2

Purchase your state-required Notary seal and supplies at NationalNotary.org/PA/Become or call 1-800-876-6827. The NNA will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ Step 3

Complete your 3-hour state-required training course from the NNA (or another approved vendor) and receive your Certificate of Completion.

❑ Step 4

Complete my Notary commission application at <https://www.notaries.pa.gov/Pages/OnlineApplication.aspx>.

❑ Step 5

Because the online application system will not save my data, I have the following documentation ready before using the online system:

- Name and district number of your State Senator
- Proof of mandatory Notary education (Certificate of Completion)
- Criminal history documentation (if required)
- Other professional license disciplinary documentation (if applicable)
- Credit card information for payment of application fee

❑ Step 6

After your application is approved, you will receive an email to register for the state exam. The email will contain details about how to schedule your exam. (Additional exam fee applies.)

❑ Step 7

Once you have passed the exam, the state will email your bond and oath form, as well as the Notice to Appointee letter, in 4 to 6 weeks. The commission certificate is sent to the recorder of deeds in your county.

❑ Step 8

Email or fax a copy of both sides of the blank bond form (the document with a barcode) as well as the Notice to Appointee letter to Insurance@NationalNotary.org or fax it to 1-800-833-1211. Be sure to include your NNA Customer number. Once your documents are received, your stamp and bond will be shipped within 3 business days.

❑ Step 9

Go to the Recorder of Deeds in your county to take your oath and record your bond within 45 days from the appointment date to receive your commission.

❑ Step 10

Go to the office of the Prothonotary in your county within 45 days from my appointment to register your official signature.