



# Pennsylvania Notary Commission Process

## *Step-by-Step Instructions to Begin My Notary Commission*

### ❑ **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**
- **Be able to read and write English**
- **Be a resident, or be employed at a physical business address in PA**
- **Be of good character, integrity, and ability**
- **Not be disqualified under 57 Pa.C.S. 323**
- **Not have had a Notary commission revoked in Pennsylvania or any other state in the past five years**
- **Must comply with other requirements the Department may establish**

### ❑ **Step 2**

Purchase your state-required Notary seal and supplies at [NationalNotary.org/PA/Become](http://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 your Notary commission application at [Pennsylvania Government Website](http://Pennsylvania Government Website).

### ❑ **Step 5**

Because the online application system will not save your data, please 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 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.)

NOTE: You will have 6 months from the time you're authorize to take the exam to pass it.

### ❑ **Step 7**

Once you have passed the exam, the state will email your blank 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**

To get your \$10,000 surety bond, you will need to 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](mailto: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 3-5 business days.

❑ **Step 9**

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

NOTE: Any [Pennsylvania Notary package](#) you purchase from the NNA will include all of your state required items: Notary bond, Notary stamp and Notary journal. It's the best and most convenient way to make sure you have everything you need to become a Pennsylvania Notary.

**Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/PA/Become](http://www.NationalNotary.org/PA/Become)

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