

Questions? Contact our Customer Care Professionals:

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

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

❑ Step 1

I am eligible to renew as a Notary and am in compliance with state requirements:

- **18 years or older**
- **Nonresident OK if employed in PA; physical business address, no PO Box**
- **Be of good character, integrity and ability; no convictions or nolo contendere to felony or lesser offense incompatible with Notary duties in five years; no Notary commission revocation in five years. Notary commission must not have been revoked in any state in past five years**

❑ Step 2

Purchase my state-required Notary seal and supplies at NationalNotary.org/PA/Renew 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 my three-hour state-required training course from the NNA (or another approved vendor) and receive my Certificate of Completion.

❑ Step 4

Complete my Notary commission application online at <https://www.notaryreg.pa.gov/Pages/Home.aspx>.

❑ Step 5

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

- Current or most recent Notary commission expiration date & ID number
- Name and district number of my State Senator
- Proof of mandatory Notary education (Certificate of Completion)
- Notary Public disciplinary documentation (if applicable)
- Criminal history documentation (if required)
- Other professional license disciplinary documentation (if applicable)
- Credit card information for payment

❑ Step 6

The state will send my bond and oath form, as well as the Notice to Appointee letter, to me in 4 to 6 weeks. The commission certificate is sent to the recorder of deeds in my county.

❑ Step 7

Email or fax a copy of the bond form (the document with a barcode) as well as the Notice to Appointee letter to the NNA: Insurance@NationalNotary.org or fax to 1-800-833-1211. I will provide my NNA Customer number. Once my documents are received, my stamp will be shipped within 3 business days.

❑ Step 8

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