



# Pennsylvania Notary Commission Renewal Process

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

### ❑ **Step 1**

I am eligible to renew as a Notary and am 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 my state-required Notary seal and supplies at [NationalNotary.org/PA/Renew](http://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 [Pennsylvania Government Website](http://Pennsylvania Government Website)

### ❑ **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 of application fee**

### ❑ **Step 6**

The state will email my bond and oath form, as well as the Notice to Appointee. The commission certificate is sent to the recorder of deed 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](mailto:Insurance@NationalNotary.org) or fax to 1-800-833-1211. I will provide my NNA Customer number. Once my documents are received, my stamp and bond will be shipped within 3-5 business days.

❑ **Step 8**

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 renew as a Pennsylvania Notary.

**Questions? Contact our Customer Care Professionals**

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

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

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