

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**
- **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 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 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 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 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.

Step 9

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