

Notary Application Procedure

Please use this handy checklist as a step-by-step guide to apply for your Notary Public Commission.

Commonwealth of Pennsylvania – Department of State
Bureau of Commissions, Elections and Legislation
Division of Commissions, Legislation and Notaries
210 North Office Building
Harrisburg, PA 17120
Tel: (717) 787-5280 Web: http://www.dos.state.pa.us/notaries

NOTARY PUBLIC APPLICATION
(Revised 11/05/04 and effective 10/20/15)

PRINT OR TYPE CLEARLY. FILL OUT APPLICATION COMPLETELY. Do not leave any blanks. Use "none" or "NA" if applicable. An incomplete application will delay your appointment.
FEE: \$40 – make check or money order payable to COMMONWEALTH OF PENNSYLVANIA.

CHECK ONE: New Appointment
 Reappointment (have been a notary in Pennsylvania before)

Complete the following if you have ever been a notary in Pennsylvania before:
Notary commission expiration date Full name on previous commission
Notary commission ID number Other name used on previous commission

Part I: Applicant Information (NOTE: Employer/business contact information will be public record)

First Name Middle Name or Initial (if used) Last Name Suffix (if applicable)
Date of Birth (month/day/year) Social Security Number (no - no) Email Address (Optional)
Name of Employer/Business where Notary Commission will be used (Do not leave blank. If not applicable, please indicate.)
Employer/Business Street Address (P.O. Box alone is insufficient) City State Zip Code
Employer/Business Telephone (include area code) Municipality (city/township/ward) County
Home Street Address (P.O. Box alone is insufficient) City State Zip Code
Home Telephone (include area code) Municipality (city/township/ward) County

Part II: Education, Criminal History, Other Notary Commission History (Check or mark appropriate boxes)

	YES (✓)	NO (✓)
I am a notary applicant for initial appointment or reappointment and I have completed a pre-approved three-hour notary public education course within the six-month period immediately preceding this application (unless permanently exempted). Attach a copy of your course completion certificate and retain your original. Lack of proof of education will result in application rejection.		
Have you ever been convicted of or entered a plea of guilty or nolo contendere to a felony or lesser offense preceding the date of this application? If yes, attach full details (name of court, plea or conviction, sentence and length of probation) and appropriate supporting documents with a signed and dated personal explanation.		
Have you ever resigned a notary commission or had a notary commission suspended, revoked or otherwise disciplined by the Commonwealth or any other state/jurisdiction preceding the date of this application? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		
Have you ever had any other professional or occupational license suspended, revoked or otherwise disciplined? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		

Note that disclosing your social security number on this application is mandatory for the Department of State to comply with the requirements of the Federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4234.1(a). To enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare (DPW) information revealed by DPW that the licensee, including the social security number.

APPLICANT AFFIDAVIT: I am of good moral character and am familiar with the duties and responsibilities of a notary public. I shall furnish additional evidence of these statements, if requested, which shall be satisfactory to the Secretary of the Commonwealth. To the best of my knowledge and belief, this application contains no misrepresentations or falsifications, omission or concealments of material fact and the information given by me is true and complete. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation, or denial of my notary commission.

Applicant Signature (must match name in Part I) _____ Date _____

NOTARIES EQUIPMENT COMPANY
2021 ARCH STREET
PHILADELPHIA, PA 19103-1491
215-563-8190
215-977-9388 (FAX)
RUBBER STAMPS
RECORDING BOOKS
BOOKS

SEAL PRESSES
LEGAL FORMS

APPLICATION BLANKS

IMPORTANT
KEEP THIS LETTER UNTIL YOU RECEIVE YOUR BOND FROM **NOTARIES EQUIPMENT COMPANY**

IMPORTANT

John Q. Smith
115 North 15th Street
Philadelphia, PA 19103

Dear Mr. Smith:

We wish to advise you that we have received your application for a Notary Commission and have forwarded it along with the filing fee to the Department of State.

Upon approval, the State Department will send a "NOTICE TO APPOINTEE" and "SURETY BOND" to your "office address".

Upon receipt of your bond you should send it to us so we can have it executed by the surety company. We will then return it to you with instructions for taking your oath of office.

DO NOT DELAY AS YOU WILL HAVE ONLY 45 DAYS FROM THE DATE OF APPROVAL TO TAKE YOUR OATH OF OFFICE. If you do not act within the 45 day period, your commission will become VOID and you will have to file a new application. This date is listed on the "NOTICE TO APPOINTEE".

If you are renewing a notary public commission, you cannot notarize documents after the expiration date of your old commission until you have secured a new bond and have again taken your oath of office.

Very truly yours,
NOTARIES EQUIPMENT COMPANY
Robert Worthington
Robert Worthington

RR/cck
P.S. SEE ENCLOSED ORDER BLANK AND PRICE LIST FOR ORDERING SUPPLIES.

www.notariesequipment.com

1 Complete a Notary Application and send along with payment in the amount of **\$105.00** to **Notaries Equipment Company** which will cover the following fees:

- PA State Notary Application Fee.....\$40.00
- 4-Year Notary Public Bond Premium.....\$50.00
- Services and Miscellaneous Expenses.....\$15.00

2 You will receive a letter from us confirming that your application has been submitted for filing with the Notary Division in Harrisburg.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS & LEGISLATION
DIVISION OF COMMISSIONS, LEGISLATION & NOTARIES
ROOM 210 NORTH OFFICE BUILDING
HARRISBURG, PA 17120
(717) 787-5280

AUGUST 12, 2015

JOHN Q SMITH
NOTARIES EQUIPMENT COMPANY
2021 ARCH STREET
PHILADELPHIA, PA 19103

NOTICE TO APPOINTEE

You have been appointed a NOTARY PUBLIC for the Commonwealth of Pennsylvania for a term of four years from JULY 07, 2015 to JULY 07, 2019.

Your Commission has been mailed to the Recorder of Deeds of DELAWARE County where your office is located. A notary is required to obtain a notary bond and you must take steps to obtain one without delay. A surety bond is a contract wherein the surety has made a promissory commitment with the notary for faithful performance of notary duty, and the surety is primarily liable for the notary's conduct. The bond helps to protect the public for claims up to \$10,000. There are two acceptable methods of obtaining a notary bond: 1) a bond from a professional surety bond corporation or insurance firm; 2) a bond from two individual sureties.

By far the more widely utilized of the two is a **Corporate Surety Bond** for which the enclosed bond form can be used by taking it to a surety bond corporation or insurance firm and having it executed as soon as possible. The option of obtaining an **Individual Surety Bond** can be exercised by locating two individual sureties, each of whom must be worth a sum equal to or more than \$10,000 in real estate over and above encumbrances. Some of the other major requirements for being bonded by two individual sureties include the following: 1) Each surety must be a Pennsylvania resident and sign an affidavit verifying U.S. citizenship; 2) Each surety must give their net worth in

KNOW ALL MEN BY THESE PRESENTS, THAT WE

JOHN Q SMITH AND SURETY (NAME OF SURETY COMPANY)
PRINCIPAL (NAME OF APPLICANT) _____
2021 ARCH STREET
(STREET AND NUMBER) (PENNSYLVANIA ADDRESS)
PHILADELPHIA PA 19103
(CITY/TOWN/STATE OR ZIP)
NOTARIES EQUIPMENT COMPANY
MONTGOMERY (COUNTY OF RESIDENCE) (STATE OF INCORPORATION)

ARE HEREBY FULLY AND SOLEMNLY BOUND TO THE COMMONWEALTH OF PENNSYLVANIA FOR THE USE THEREOF, IN THE PENAL SUM OF TEN THOUSAND DOLLARS FOR THE PAYMENT OF WHICH, WELL AND TRULY TO BE PAID, WE BIND OURSELVES, OUR HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS JOINTLY AND SEVERALLY, FIDELITY BY THESE PRESENTS.

WHEREAS, THE ABOVE BOUND PRINCIPAL, HAS BEEN DULY APPOINTED A NOTARY PUBLIC IN AND FOR THE COMMONWEALTH OF PENNSYLVANIA BY COMMISSION FROM THE SECRETARY OF THE COMMONWEALTH FOR THE PERIOD OF FOUR YEARS, TO COMMENCE JULY 07, 2015;

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, THAT IF THE PRINCIPAL SHALL TRULY AND FAITHFULLY PERFORM AND DISCHARGE THE DUTIES OF THE OFFICE OF THE NOTARY PUBLIC, IN ALL THINGS ACCORDING TO LAW, AND IN CASE OF DEATH, RESIGNATION OR DISQUALIFICATION, THE PRINCIPAL OR IN CASE OF DEATH, THE LEGAL REPRESENTATIVE OF THE PRINCIPAL, SHALL DELIVER THE REGISTER AND INDEXES TO THE OFFICE OF THE RECORDER OF DEEDS, OF THE COUNTY IN WHICH THE PRINCIPAL THEN MAINTAINS AN OFFICE, WITHIN THIRTY (30) DAYS OF SUCH EVENT, THEN THIS OBLIGATION TO BE NULL AND VOID, OTHERWISE TO REMAIN IN FULL FORCE AND VIGOR IN LAW.

SIGNED AND DELIVERED IN OUR PRESENCE: _____ WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 20____

WITNESS _____ PRINCIPAL L.S.

WITNESS _____ SURETY L.S.

SECRETARY OF THE COMMONWEALTH

INSTRUCTIONS: (1) THE NOTARY PUBLIC LAW REQUIRES THAT THE COMMISSION OF ANY NOTARY SHALL BE NULL AND VOID IF THE NOTARY FAILS TO GIVE BOND AND CAUSE THE BOND, COMMISSION AND SEAL TO BE RECORDED WITHIN FORTY-FIVE DAYS AFTER THE BEGINNING OF THE TERM. (2) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (3) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (4) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (5) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (6) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (7) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (8) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (9) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (10) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (11) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. (12) THE BOND MUST BE A SURETY BOND AUTHORIZED BY THE COMMONWEALTH. 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3 You will receive a "Notice to Appointee" and a blank Notary Bond from the Bureau of Commissions and Elections stating that **your bond will expire 45 days from the commission date listed in the notice.**

4 Send the Notary Public Bond form to Notaries Equipment Company immediately for execution. (You can place your order for notary supplies at this time.)

5 Notaries Equipment Company will return the executed bond to you along with instructions for taking your Oath of Office. You must sign the bond form, have your signature witnessed and take your executed bond to the Recorder of Deeds **within 45 days** from your commission date. You must also register your signature in the Prothonotary's office.