

Steps to become a New or Renewal notary Electronically in Pennsylvania.

Step 1

Read and review all six (6) electronically filed step by step instructions to become or renew as a Pennsylvania Notary Public.

Please be sure to read and review all six (6) steps thoroughly. This will avoid any delays in the commissioning process.

- [Click here](#) to print a PDF version of the step by step directions for your future reference.

Step 2

How to purchase your order if you are exempt or not exempt from taking the state notary education test for notary commission?

Exempt from the state notary education test:

If you were a notary before July 1, 2003 and your commission has **never lapsed** you are exempt from the state notary education test.

Please close this grey box by clicking the black X on the bottom right hand side to complete and purchase your order. [Continue here](#) for further detailed information on exemptions from the Pennsylvania Department of State.

If exempt proceed to step 3 after you complete and purchase your order.

Not exempt from the state notary education test:

We are a state approved educational provider and this course is provided **free of charge** to our customers. Please read and follow all four detailed directions below:

Direction 1: [Click here](#) to view and study the test material. A separate tab window will occur. Close the tab window when finished.

Direction 2: [Click here](#) to log in and take the state notary education test. A separate tab window will occur. Close the tab window when finished. Once you have completed the state notary education test and obtained your certificate of completion you must print off a copy of it.

Direction 3: Now close this grey pop-up box by clicking the black X on the bottom right hand side to complete and purchase your order. When your order is complete you must print off a copy of your completed purchased order. On the checkout complete page please click the "view your order" link to print your order confirmation.

Direction 4: You must fax or email us two documents. Document 1: A copy of your certificate of completion from the state test. If faxing include a fax number for us to return it to you on the cover sheet. The certificate of completion will be signed by our instructor and sent back to you the same day. Document 2: A copy of your completed purchased order confirmation.

Fax: 1-800-637-5992

Email: info@notarybonding.com

Forgot your password? [Click here](#) for directions on how to get a new password for the Pennsylvania Notary Education Test.

Proceed to step 3 once all four directions are complete.

Step 3

Electronically file your new or renewal notary public application with the Pennsylvania Department of State.

- [Continue here](#) to the Pennsylvania Department of State's online notary application to electronically file your new or renewal notary public application.

When the "Commonwealth of Pennsylvania" approves your notary public application they will mail you a letter along with your original \$10,000 notary public bond.

Once you receive your letter and \$10,000 notary public bond proceed to step 4.

Step 4

You must send a copy of the letter from the "Commonwealth of Pennsylvania" and your original \$10,000 notary public bond directly to us. Once received we will activate your \$10,000 notary public bond and order your official stamp seal.

Important Notice: You will have **45 calendar days** to complete this process after the appointment date on your \$10,000 notary public bond or the commission becomes void. Extensions will not be given.

Mail us a copy of the letter from the "Commonwealth of Pennsylvania" and your original \$10,000 notary public bond to the corporate office address at:

**Notary Service and Bonding Agency, Inc.
Attn: PA Notary Bond Processing Dept.
550 Hulet Drive, Suite 105
Bloomfield Hills, MI 48302**

Once you receive your activated \$10,000 notary public bond from us in the mail, please proceed to step 5.

Step 5

In person file your activated \$10,000 notary bond with the Recorder of Deeds Office and register your official signature with the Prothonotary Office. Please do not delay!

Important Notice: You will have **45 calendar days** to complete both of these processes after the appointment date on your \$10,000 notary public bond or the commission becomes void. Extensions will not be given.

In person file your activated \$10,000 notary public bond with the Recorder of Deeds Office in person in the county where your business is located on your notary public application. You will receive your commission certificate from the Recorder of Deeds Office upon completing this process. Keep the commission certificate for your records.

- [Click here](#) to find Recorder of Deeds Office locations and contact information.

In person register your official signature with the Prothonotary Office in the county where your business is located. You must sign your name exactly as it appears on your commission.

- [Click here](#) to find Prothonotary Office locations and contact information.

Once completed proceed to step 6.

Step 6

You are now authorized to begin your notarial duties.

Once you are successfully filed and registered as well as receive your new official notary stamp you will be authorized to begin your duties as a notary public for the State of Pennsylvania.



Pennsylvania Department of State online name change form and/or address change

form:

- [Continue here](#) to complete the online the name change form and/or address change form.