

Steps to become a New or Renewal notary using our Complete Service in Pennsylvania.

Step 1

Read and review all six (6) complete service 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

Are you 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.

- [Continue here](#) for further detailed information on exemptions from the Pennsylvania Department of State.

If exempt proceed to step 3.

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 complete the state notary education test to obtain your certificate of completion.

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

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

Once complete proceed to step 3.

Step 3

Complete your required forms and mail them directly to us for processing.

Important: The "Commonwealth of Pennsylvania" filing fee of \$40.00 is already included in the notary package price. Do not include payment for that filing fee. We will pay for and submit that filing fee directly to the "Commonwealth of Pennsylvania" for you. Thank you.

- [Continue here](#) to download, print and complete the required complete service new or renewal notary bond package order form and information order form.
- [Continue here](#) to download, print and complete the notary public application.

Once the above forms are completed you will need to mail us the following required forms:

- Completed required complete service new or renewal notary bond package order form.
- Completed required information order form.
- Completed original notary public application.
- Copy of your certificate of completion from the state notary education test. *If you are EXEMPT from the state notary education test this form will not be required in your mailing.*
- Form of payment via check, money order, Visa, MasterCard, American Express or Discover.

Mail:

Notary Association of Pennsylvania Co.
P.O. Box 61563
Harrisburg, PA 17106

Important: Once we receive your completed original notary public application, we will forward it along with the required state filing fee of \$40.00 to the "Commonwealth of Pennsylvania" notary division for their approval.

When the "Commonwealth of Pennsylvania" notary division 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.