

## MAKING IT EASY FOR YOUR EMPLOYEES TO BECOME NOTARIES

The Pennsylvania  
Association of Notaries  
(PAN) offers a range  
of First Time Notary  
and Reappointment  
Packages.



Pennsylvania  
Association of Notaries



# BUSINESS SOLUTIONS

PAN walks your employees **STEP-BY-STEP** through the process.



## Our Business Solutions packages Provide everything your employee needs to become a Pennsylvania notary.

Contact our Education Coordinator at 1-800-944-8790, Monday—Friday, if your company is not registered for our Business Solutions program.

### Q&A Questions We've Received from Pennsylvania Businesses:

**Q:** Is it true that nearly 65 percent of notary applications are rejected due to clerical errors by the applicant?

**A:** Yes. When errors are found, Harrisburg sends the applications back, delaying your employees' notary appointments. This is why PAN conducts line-by-line reviews of notary applications before they are sent to Harrisburg.

PAN tracked more than 1,000 notary applications and kept detailed records of the number and types of errors found on the applications. We can provide you with a notarized audit of these errors, if you wish.

**Q:** I understand that PAN will answer questions about documents my employees are notarizing. What kind of questions can they expect?

**A:**

- Where do I put my stamp when there's no room?
- What is the notary language telling me to do?
- Please walk me through this notarization. The language is very confusing.
- A customer wants to sign using a power of attorney. What do I do?

**Q:** If one of my employees makes a notarial mistake on someone's document and they claim it causes a financial loss, is it true that my company can be held financially responsible and sued?

**A:** Yes. However, PAN's customer service representatives will lead your employees through any notarial question or problem to help your company avoid potential lawsuits and fines.

# PAN offers **DISCOUNTS** when you enroll **MULTIPLE** employees.



**Q: What's involved in becoming a notary?**

**A:** Your employees must complete three hours of mandatory education, find a surety company to execute their \$10,000 notary bonds, obtain the necessary notary equipment including notary stamps that conform with RULONA (Pennsylvania's notary law), pay fees, take their oaths of office, record their bonds, and register their signatures. If your employees become PAN members, we can help them with the entire appointment process.

**Q: If my employee took education four years ago do they need it again if they're renewing?**

**A:** Yes. All notaries are now required to take three hours of notary education as part of the reappointment process.

**Q: How would enrolling my employees with PAN memberships benefit me as an employer?**

**A:** PAN helps your employees become notaries and provide all the equipment they need as notaries, including the \$10,000 bond required by RULONA (Pennsylvania's notary law) for each notary. You get high-quality notary products and our exclusive President's Guarantee, a 100-percent money-back pledge if you aren't satisfied. We also offer tools that make your employees' work as notaries easier, including sample letters and forms and keep them informed on any changes to the notary public law.

**Q: Why does it seem like PAN costs more than other organizations?**

**A:** A PAN membership covers your employees' entire four year commissions as notaries. Some organizations won't answer notarial questions and will only sell one year of membership to make it look cheaper.

**Q: Do my employees have to join PAN to become notaries?**

**A:** No. They can become notaries on their own.

**Q: We have several employees that require education. Can PAN provide on-site training in our offices?**

**A:** Yes. We can offer education workshops at your facilities.

**Q: Is it true I can receive discounts if I enroll multiple employees with PAN?**

**A:** Yes, depending on how many notaries you enroll in PAN. If your business employs multiple notaries, contact PAN's Training Department at 1-800-944-8790, Ext. 145, to discuss your Notary Solutions Plan.

Choose from  
the following  
**Appointment**  
packages:



## 1. Notary Appointment with Education

Taking that first time can be nerve-wracking, but with PAN's guidance, your employees will be on their way to obtaining their notary commissions.

Our First Time Notary Appointment Package includes the \*First Time Notary Seminar (the required three hours of education to be completed before your employees submit their notary public applications) and all the essentials they need to reach their goal, including:

- ▶ PAN's step-by-step help in becoming a notary
- ▶ State application fee
- ▶ All the notary equipment required by law (self-inking notary stamp, official notarial journal)
- ▶ A \$10,000 bond (required by notary public law)
- ▶ Four-year PAN membership
- ▶ Additional items: PAN's Stamp Guard, Practical Guide for Notaries Public in Pennsylvania, and a four-year subscription to *Notary Notes*

\* The First Time Notary seminar discusses the appointment process, identifying your customers, notary equipment and notary acts.

**\$357.42** (includes shipping and tax)

## 2. Notary Appointment with Superior Education

Includes all of the essentials listed above, the First Time Notary Seminar and \*the Everyday Notary Challenges Seminar.

\* The Everyday Notary Challenges Seminar will help your employees protect themselves from common mistakes that leave notaries open to litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a RULONA exam prep.

**\$381.42** (includes shipping and tax)

## 3. Notary Appointment with Online Education

Includes all the essentials listed under the First Time Notary Appointment Package but features the Notary Public Basic Education Online instead of the First Time Notary Seminar. This allows your employees to obtain education when it fits their schedules. Upon completion of the course, they will receive certifications to use with their notary applications to the state.

**\$392.42** (includes shipping and tax)

# Choose from the following **Reappointment packages:**



## 1. Notary Reappointment with Education

From filling out the application to finding a surety to execute their bonds, the entire reappointment process can be time-consuming.

What happens if your employees forget steps? The Secretary of State will return their applications and they will have to begin the process all over again, thereby jeopardizing their commissions.

PAN guides your employees through the process with:

- ▶ PAN's step-by-step help in retaining their commission
- ▶ State application fee
- ▶ \$10,000 notary bond
- ▶ Four additional years of PAN membership
- ▶ Amenities including a self-inking notary stamp and four additional years of **Notary Notes**
- ▶ Additional items: Notary Reappointment Seminar\*

\* PAN's Notary Reappointment Seminar fulfills the state's educational requirement for reappointed notaries.

**\$294.35** (tax and shipping included)

## 2. Notary Reappointment with Online Education

Includes all the essentials listed under the Notary Reappointment Package but features the Notary Public Basic Education Online instead of the Notary Reappointment (live) Seminar. This allows your employees to obtain education when it fits their schedules. Upon completion of the course, they will receive certificates to use with their notary applications to the state.

**\$329.35** (tax and shipping included)

“The PAN package is the best way to become a notary. It’s wonderful to have a one-stop shop.”

—Diane R., Williamsport



#### Pennsylvania Association of Notaries

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**Pennsylvania  
Association of Notaries**

# PAN's First Time Notary Seminar Schedule

First Time Notary Seminar: 9 a.m. to 12 p.m. | Everyday Notary Challenges: 1 p.m. to 4 p.m.

CITY	DATE	LOCATION	CITY	DATE	LOCATION
Allentown	Jan. 29	Hilton Garden Inn Airport	Lancaster	Jun. 25	Country Inn & Suites
Allentown	Mar. 12	Hilton Garden Inn Airport	Mechanicsburg	Jan. 8	Hampton Inn Harrisburg West
Allentown	May 21	Hilton Garden Inn Airport	Mechanicsburg	Mar. 5	Hampton Inn Harrisburg West
Altoona	Jan. 15	Hampton Inn Altoona	Mechanicsburg	Jun. 4	Hampton Inn Harrisburg West
Altoona	Mar. 19	Hampton Inn Altoona	Philadelphia	Apr. 23	Friends Center Corporation
Altoona	May 7	Hampton Inn Altoona	Pittsburgh	Jan. 8	Gateway Center Conference Facility
Butler	Feb. 5	Holiday Inn Express	Pittsburgh	Feb. 5	Gateway Center Conference Facility
Butler	Mar. 26	Holiday Inn Express	Pittsburgh	Mar. 5	Gateway Center Conference Facility
Butler	Jun. 25	Holiday Inn Express	Pittsburgh	Apr. 9	Gateway Center Conference Facility
Chambersburg	Apr. 9	Hampton Inn	Pittsburgh	May 7	Gateway Center Conference Facility
Clarion	Mar. 12	Hampton Inn	Pittsburgh	Jun. 4	Gateway Center Conference Facility
Erie	Feb. 26	Courtyard by Marriott	Reading	Feb. 26	Hampton Inn Reading/Wyomissing
Erie	May 7	Courtyard by Marriott	Reading	Apr. 30	Hampton Inn Reading/Wyomissing
Fort Washington	Mar. 19	Hilton Garden Inn Ft Washington	Sewickley	Jan. 22	Hampton Inn Pittsburgh/Wexford-Sewickley
Fort Washington	May 14	Hilton Garden Inn	Sewickley	Apr. 23	Hampton Inn Pittsburgh/Wexford-Sewickley
Gettysburg	Jun. 11	Days Inn Gettysburg	State College	Apr. 16	Country Inn & Suites State College
Indiana	Feb. 19	Hilton Garden Inn	Washington	Mar. 5	Holiday Inn Express
Indiana	Jun. 18	Hilton Garden Inn	Washington	May 21	Holiday Inn Express
Johnstown	May 21	Holiday Inn Express & Suites	Wilkes-Barre	Jan. 15	Hampton Inn & Suites
King Of Prussia	Jan. 22	Best Western Plus	Wilkes-Barre	Mar. 26	Hampton Inn & Suites
King Of Prussia	Feb. 19	Best Western Plus	Wilkes-Barre	Jun. 11	Hampton Inn & Suites
King Of Prussia	Apr. 2	Best Western Plus	Williamsport	Mar. 12	Holiday Inn
King Of Prussia	Jun. 18	Best Western Plus	Youngwood	Feb. 12	Westmoreland Community College
Lancaster	Jan. 29	Country Inn & Suites	Youngwood	Apr. 2	Westmoreland Community College
Lancaster	May 14	Country Inn & Suites	Youngwood	May 14	Westmoreland Community College

PAN's First Time Notary and Everyday Notary Challenges seminars have been approved by the Pennsylvania Continuing Legal Education Board for three CLE credits for substantive law, practice and procedure.

Check our Web site at [www.notary.org](http://www.notary.org) for seminar dates beyond those listed.



# PAN's Reappointment Seminar Schedule

## Notary Reappointment Seminar: 9 a.m. to 12 p.m.

CITY	DATE	LOCATION	CITY	DATE	LOCATION
Allentown	Jan. 30	Hilton Garden Inn Airport	Lancaster	Jun. 26	Country Inn & Suites
Allentown	Mar. 13	Hilton Garden Inn Airport	Mechanicsburg	Jan. 9	Hampton Inn Harrisburg West
Allentown	May 22	Hilton Garden Inn Airport	Mechanicsburg	Mar. 6	Hampton Inn Harrisburg West
Altoona	Jan. 16	Hampton Inn Altoona	Mechanicsburg	Jun. 5	Hampton Inn Harrisburg West
Altoona	Mar. 20	Hampton Inn Altoona	Philadelphia	Apr. 24	Friends Center Corporation
Altoona	May 8	Hampton Inn Altoona	Pittsburgh	Jan. 9	Gateway Center Conference Facility
Bloomsburg	Apr. 10	Hampton Inn	Pittsburgh	Feb. 6	Gateway Center Conference Facility
Butler	Feb. 6	Holiday Inn Express	Pittsburgh	Mar. 6	Gateway Center Conference Facility
Butler	Mar. 27	Holiday Inn Express	Pittsburgh	Apr. 10	Gateway Center Conference Facility
Butler	Jun. 26	Holiday Inn Express	Pittsburgh	May 8	Gateway Center Conference Facility
Chambersburg	Apr. 10	Hampton Inn	Pittsburgh	Jun. 5	Gateway Center Conference Facility
Clarion	Mar. 13	Hampton Inn	Reading	Feb. 27	Hampton Inn Reading/Wyomissing
Erie	Feb. 27	Courtyard by Marriott	Reading	May 1	Hampton Inn Reading/Wyomissing
Erie	May 8	Courtyard by Marriott	Sewickley	Jan. 23	Hampton Inn Pittsburgh/Wexford-Sewickley
Fort Washington	Mar. 20	Hilton Garden Inn Ft Washington	Sewickley	Apr. 24	Hampton Inn Pittsburgh/Wexford-Sewickley
Fort Washington	May 15	Hilton Garden Inn	State College	Apr. 17	Country Inn & Suites State College
Gettysburg	Jun. 12	Days Inn Gettysburg	Washington	Mar. 6	Holiday Inn Express
Indiana	Feb. 20	Hilton Garden Inn	Washington	May 22	Holiday Inn Express
Indiana	Jun. 19	Hilton Garden Inn	Wilkes-Barre	Jan. 16	Hampton Inn & Suites
Johnstown	May 22	Holiday Inn Express & Suites	Wilkes-Barre	Mar. 27	Hampton Inn & Suites
King Of Prussia	Jan. 23	Best Western Plus	Wilkes-Barre	Jun. 12	Hampton Inn & Suites
King Of Prussia	Feb. 20	Best Western Plus	Williamsport	Mar. 13	Holiday Inn
King Of Prussia	Apr. 3	Best Western Plus	Youngwood	Feb. 13	Westmoreland County Community College
King Of Prussia	Jun. 19	Best Western Plus	Youngwood	Apr. 3	Westmoreland County Community College
Lancaster	Jan. 30	Country Inn & Suites	Youngwood	May 15	Westmoreland County Community College
Lancaster	May 15	Country Inn & Suites			

PAN's Reappointment seminar has been approved by the Pennsylvania Continuing Legal Education Board for three CLE credits for substantive law, practice and procedure.

Check our Web site at [www.notary.org](http://www.notary.org) for seminar dates beyond those listed.





# BUSINESS SOLUTIONS PACKAGE ORDER FORM

**NOTE:** Your name must match the name that appears or will appear on your notary public commission. Please print clearly.

## 1. ORDERED FOR:

PAN Customer Number (if known)

Full Name (If renewing, as it appears on your current commission)

Phone

E-mail

If name has changed recently:

First, Middle Name or Initial (if used), Last, Suffix (if applicable)

## 2. SHIPPING ADDRESS:

Address

City and State

ZIP

## 3. NOTARY APPOINTMENT/REAPPOINTMENT PACKAGES, E&O INSURANCE:

### First Time Notary Appointment Packages (Select only one)

**First Time Notary Appointment with Education** (Includes a.m. seminar; indicate date/city in Section 4.) ..... \$357.42

**First Time Notary Appointment with Superior Education** (Adds p.m. seminar; same date/city as a.m.) ..... \$381.42

**First Time Notary Appointment with Online Education** ..... \$392.42

### Notary Reappointment Packages (Select only one)

**Notary Reappointment with Education** (Includes a.m. seminar; indicate date/city in Section 4.) ..... \$294.35

**Notary Reappointment with Online Education** ..... \$329.35

### Notary E&O Insurance (Select only one)

**\$30,000 for 4 years** ..... \$48.00

**\$50,000 for 4 years** ..... \$60.00

**\$100,000 for 4 years** ..... \$240.00

**\$100,000 for 4 years** (With qualifying PAN education\*) ..... \$144.00

\*In order to receive the lowest price on the \$100,000 E&O policy an individual must have had qualifying PAN education: First Time Notary, Notary Reappointment or Online education in the six months prior to the policy being issued. No other education qualifies.

**Choose Stamp Body Color:**     Blue     Green     Orange     Pink     Purple     Red     White     Yellow

**Choose Journal Cover Color:** (Appointment Packages Only)     Blue     Green     Burgundy     Pink

**TOTAL \$** \_\_\_\_\_

## 4. SEMINAR: (Please indicate seminar date and city)

Date \_\_\_\_\_ City \_\_\_\_\_

## 5. PAYMENT INFORMATION:

**Paying by Check, make payable to "PAN"** (There is a \$25 charge on all returned checks.)

**Paying by Credit Card** (VISA, MasterCard, Discover or Amex)

Name on card \_\_\_\_\_

Card Holder's Billing Address \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

City and State \_\_\_\_\_ ZIP \_\_\_\_\_

### PENNSYLVANIA ASSOCIATION OF NOTARIES

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