

**MAKING IT EASY
FOR YOU TO
BECOME A NOTARY.**

The Pennsylvania
Association of Notaries
(PAN) offers Three
First Time Notary
Appointment Packages.



Pennsylvania
Association of Notaries



FIRST TIME NOTARY **APPOINTMENT**

PAN walks you
STEP-BY-STEP
through the
application
process.

65 percent of notary applications contain errors.* Uncorrected, they could lead to a delay or rejection of your application.

There are three ways to become a notary in Pennsylvania:

Slog through the process on your own, pay a company that claims they will help, or let PAN guide you each step of the way through the appointment process.

* PAN conducted an audit of notary applications sent to the state. We can provide you with a copy of the results of this audit.



Q&A Questions We've Received from Pennsylvania Notaries:

Q: Why are 65 percent of notary applications rejected at the Department of State?

A: Harrisburg sends back applications that contain clerical errors. This takes valuable time and effort and could delay your appointment. PAN conducts line-by-line reviews of notary applications before they are sent electronically to Harrisburg.

Q: What's involved in becoming a notary?

A: You must complete three hours of mandatory education, find a surety company to execute your \$10,000 notary bond, obtain the necessary notary equipment including a notary stamp that conforms with RULONA (Pa.'s notary law), pay fees, take your oath of office, record your bond, and register your signature. As a PAN member, we can help you with the entire appointment process.

Q: How would a PAN membership benefit me?

A: PAN helps you become a notary and provides all the equipment you need as a notary, including a \$10,000 bond required by RULONA (Pennsylvania's notary law). You get high-quality notary products and our exclusive President's Guarantee, a 100-percent money-back pledge if you aren't satisfied. Our Customer Service Representatives will answer all your notarial and motor vehicle questions via phone, fax or online throughout your notary commission. We also offer tools that make your work as a notary easier, including sample letters and forms and keep you informed on any changes to the notary public law.

Choose from the following **Appointment** packages:



1. Notary Appointment with Education

Taking that first step can be nerve-wracking, but with PAN's guidance, you'll be on your way to obtaining your notary commission.

Our First Time Notary Appointment Package includes the *First Time Notary Seminar and all the essentials you need to reach your goal, including:

- ▶ Step-by-step help in obtaining your commission
- ▶ State application fee
- ▶ All the notary equipment required by law (self-inking notary stamp and 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*

* PAN's First Time Notary Seminar focuses on the importance of a notary public, the appointment process, identifying your customers, notary equipment, and notary acts.

\$377.42 (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 you protect yourself from common mistakes that leave notaries open to possible litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a notary (RULONA) exam prep.

\$428.42 (includes shipping and tax)

3. Notary Appointment with Online Education

Includes all the essentials listed under the Notary Appointment package but replaces the live seminar with our Notary Public Basic Education Online. This allows you to obtain education when it fits your schedule. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$407.42 (includes shipping and tax)

“I just renewed my notary and it couldn’t have been easier or faster.

I recommend PAN to anyone who is thinking of becoming a notary.”

—Marcy M., Quarryville



Pennsylvania Association of Notaries

One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498
Phone: 800-944-8790
Fax: 800-707-7075
E-mail: PAN@notary.org
Web site: www.notary.org



**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 for seminar dates beyond those listed.



APPOINTMENT 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 _____

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. FIRST TIME NOTARY APPOINTMENT 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.) **\$377.42**

First Time Notary Appointment with Superior Education (Adds p.m. seminar; same date/city as a.m.) **\$428.42**

First Time Notary Appointment with Online Education **\$407.42**

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: Blue Green Burgundy Pink

I want to receive Continuing Legal Education credits for my education. (For attorneys only) \$ _____

First Time Notary
(3 credits – \$15)

Everyday Notary Challenges
(3 credits – \$15)

Notary Public Basic Education Online
(1 credit – \$5)

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

One Gateway Center, Suite 401 • 420 Fort Duquesne Boulevard • Pittsburgh, PA 15222-1498
Phone: 800-944-8790 • Fax: 800-707-7075 • E-mail: PAN@notary.org • Web site: www.notary.org