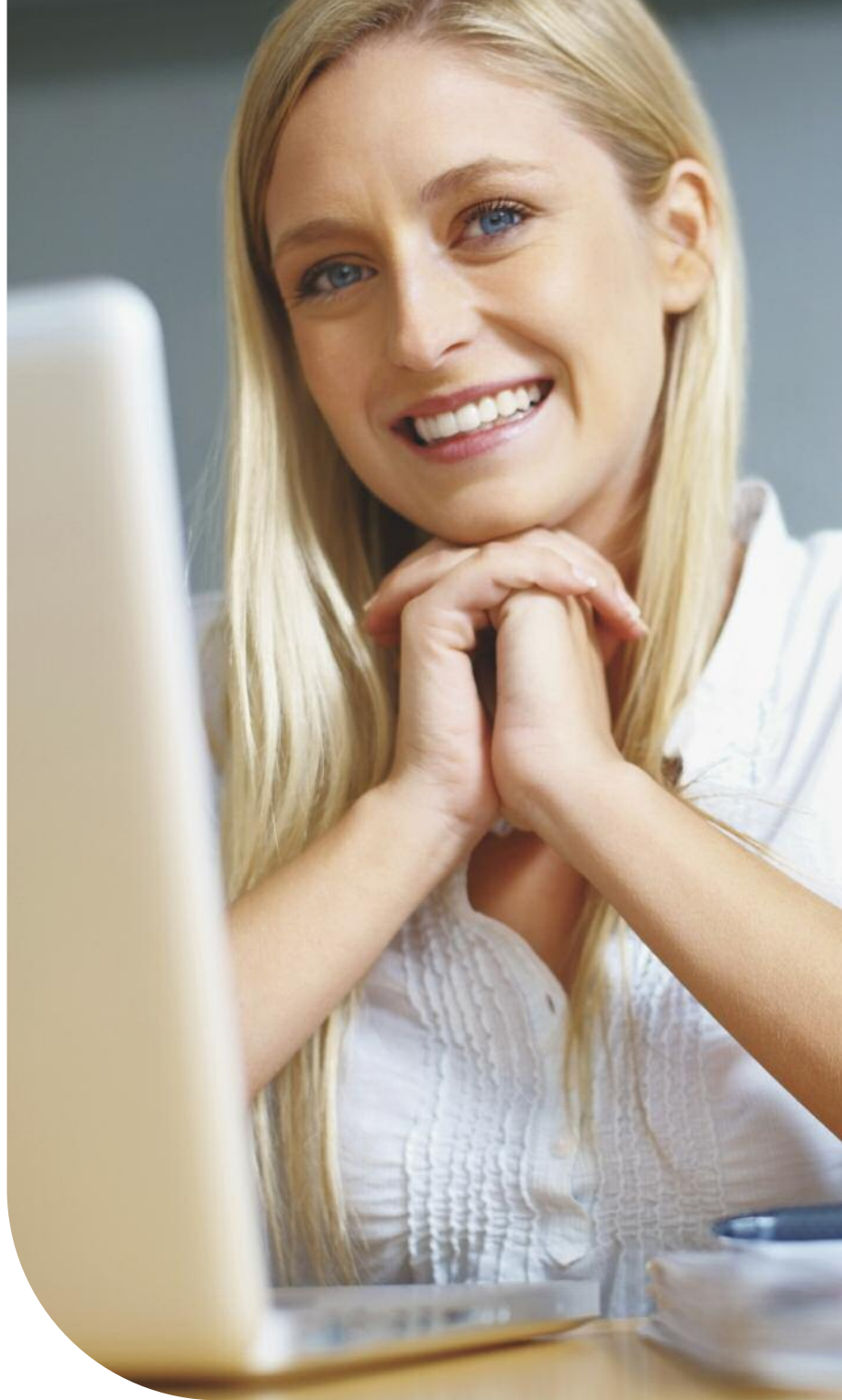


**IT SOUNDS LIKE
HYPE BUT IT'S TRUE**

The Pennsylvania Association of Notaries (PAN) takes care of all the tedious tasks in becoming a notary.



Pennsylvania
Association of Notaries



NOTARY REAPPOINTMENT

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 renew your commission 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 reappointment 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 reappointment. PAN conducts line-by-line reviews of notary applications before they are sent electronically to Harrisburg.

Q: I took education four years ago. Do I need it again?

A: Yes. All notaries are required by law to successfully complete three hours of notary education, either through attendance at a Department of State -approved live seminar or an approved online course. You must submit a copy of your education certificate with your notary application when renewing your commission.

Q: How long does it take until I receive my commission?

A: The Department of State recommends beginning the reappointment process early, about three to four months before your commission expiration date. Remember, you may not be notified of your reappointment until two or three weeks before the end of your current commission.

Q: What is included in a PAN Reappointment Package?

A: PAN guides you through the application process with:

1. Education
2. State application fee
3. \$10,000 notary bond
4. Self-inking notary stamp
5. Customer Service Representatives who answer all your notarial and motor vehicle questions via phone, fax or online throughout your notary commission
6. Four years of PAN membership and our bimonthly digital newsletter, *Notary Notes*.

Choose from
the following
Reappointment
packages:



1. Notary Reappointment with Education

The entire reappointment process is time-consuming. If you forget a step the Secretary of State will return your application and you'll have to begin the process all over again.

PAN guides you through the entire process with:

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

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

\$314.35 (includes shipping and tax)

2. Notary Reappointment with Online Education

Includes all the essentials listed under the Notary Reappointment 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.

\$344.35 (includes shipping and tax)

“I look for expert support and trained staff who can answer any questions; guidance on reappointment and opportunities for education. I also look for all-around technical and customer support. I get it with PAN.”

—Ann L., Pittsburgh, PA



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 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 for seminar dates beyond those listed.



REAPPOINTMENT 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. NOTARY REAPPOINTMENT PACKAGES, E&O INSURANCE:

Notary Reappointment Packages (Select only one)

Notary Reappointment with Education (Includes a.m. seminar; indicate date/city in Section 4.) **\$314.35**

Notary Reappointment with Online Education **\$344.35**

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

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

Notary Reappointment Notary Public Basic Education Online
(3 credits – \$15) (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

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