

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

The Pennsylvania
Association of Notaries
(PAN) offers Five
Appointment Packages.



Pennsylvania
Association of Notaries



BECOME A NOTARY

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 equipment including a notary stamp that conforms with RULONA (Pennsylvania'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. Become a Notary with Live Education

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

Our Become a Notary Package includes the *First Time Notary Seminar and all the essentials you need, 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 and *The Practical Guide for Notaries Public in Pennsylvania*

* 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.

\$389.82 (includes shipping and tax)

2. Notary Appointment with Superior Live 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.

\$440.82 (includes shipping and tax)

3. Become a Notary with Online Education via Zoom

Includes all the essentials listed under the live education package but replaces the live seminar with our live online First Time Notary seminar utilizing Zoom technology. This allows you to obtain education with the benefits of a live instructor-led presentation in the comfort of your home or office. Upon completion of the course, you will receive a certificate to use with your notary application to the state.

\$389.82 (includes shipping and tax)

4. Become a Notary with Superior Online Education via Zoom

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

* 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.

\$440.82 (includes shipping and tax)

5. Become a Notary with Online Education

Includes all the essentials listed under the live education 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.

\$419.82 (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

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**Pennsylvania
Association of Notaries**

PAN's First Time Notary Seminar Schedule

LIVE SEMINAR EDUCATION

First Time Notary: 9:00-12:00
Everyday Notary Challenges: 1:00-4:00

CITY	DATE	LOCATION
Allentown	Oct. 11, '22	Hilton Garden Inn
Allentown	Jan. 24, '23	Hilton Garden Inn
Altoona	Jan. 17, '23	Hampton Inn Altoona
Butler	Oct. 25, '22	Hampton Inn
Butler	Feb. 7, '23	Hampton Inn
Erie	Mar. 7, '23	Courtyard by Marriott
Indiana	Dec. 6, '22	Hilton Garden Inn Indiana
King Of Prussia	Oct. 11, '22	Holiday Inn Express King of Prussia
King Of Prussia	Nov. 8, '22	Holiday Inn Express King of Prussia
King Of Prussia	Jan. 10, '23	Holiday Inn Express King of Prussia
King Of Prussia	Mar. 14, '23	Holiday Inn Express King of Prussia
Lancaster	Nov. 29, '22	Country Inn & Suites
Lancaster	Jan. 31, '23	Country Inn & Suites
Monroeville	Oct. 25, '22	DoubleTree Monroeville
Pittsburgh	Oct. 11, '22	Gateway Center Conference Facility
Pittsburgh	Nov. 15, '22	Gateway Center Conference Facility
Pittsburgh	Dec. 6, '22	Gateway Center Conference Facility
Pittsburgh	Jan. 10, '23	Gateway Center Conference Facility
Pittsburgh	Feb. 14, '23	Gateway Center Conference Facility
Pittsburgh	Mar. 14, '23	Gateway Center Conference Facility
Reading	Feb. 28, '23	Hampton Inn Reading/Wyomissing
State College	Oct. 25, '22	Country Inn & Suites State College
Wilkes Barre	Nov. 8, '22	Hampton Inn & Suites
Wilkes-Barre	Mar. 21, '23	Hampton Inn & Suites
York	Mar. 28, '23	Wyndham Garden York
Youngwood	Feb. 14, '23	Westmoreland Community College

LIVE ONLINE EDUCATION VIA ZOOM

First Time Notary: 9:30-12:30
Everyday Notary Challenges: 1:30-4:30

DATE	TIME
Oct. 4, '22	9:30
Oct. 8, '22	9:30
Nov. 1, '22	9:30
Nov. 8, '22	9:30
Nov. 15, '22	9:30
Nov. 22, '22	9:30
Nov. 29, '22	9:30
Dec. 6, '22	9:30
Jan. 10, '23	9:30
Jan. 17, '23	9:30
Jan. 24, '23	9:30
Jan. 31, '23	9:30
Feb. 7, '23	9:30
Feb. 14, '23	9:30
Feb. 28, '23	9:30
Mar. 7, '23	9:30
Mar. 14, '23	9:30
Mar. 21, '23	9:30
Mar. 28, '23	9:30

Take the Everyday Notary Challenges Seminar in the afternoon after the First Time Notary Seminar. This seminar will help notaries protect themselves from common mistakes that leave them open to litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes a RULONA exam prep.

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

**For seminar dates beyond those listed above
 please check our website at www.notary.org/Education**



PENNSYLVANIA ASSOCIATION OF NOTARIES

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BECOME A NOTARY 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. BECOME A NOTARY PACKAGES, E&O INSURANCE:

Become a Notary Packages (Select only one)

- Become a Notary with Live Education** (indicate city and date in Section 4.) **\$389.82**
- Become a Notary with Superior Live Education** (indicate city and date in Section 4.) **\$440.82**
- Become a Notary with Online Education via Zoom** (indicate date in Section 4.) **\$389.82**
- Become a Notary with Superior Online Education via Zoom** (indicate date in Section 4.) **\$440.82**
- Become a Notary with Online Education** **\$419.82**

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 city and date)

Live Seminar
City _____ Date _____

Live Online via Zoom
Date _____

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 _____