Pennsylvania Association of Notaries



# Become a **NOTARY**

We Offer **5 Become a Notary Packages** To Make It Easy For You

WWW.NOTARY.ORG



We Believe in

# Making Your Job Easier

Instead of slogging through the process on your own, let PAN walk you **STEP-BY-STEP** through the process of becoming a notary.

## WHAT OUR MEMBERS SAY:

PAN made my experience so easy. They gave me each step to take and followed up to make sure it was completed. It was very easy and efficient to follow. Thank you again.

— Colleen C.



# Q&A

Questions We've Received

## Q: Is it true I need to pass an exam to become a notary?

**A:** Yes. In fact, PAN had the highest passing rate out of the 20 approved education providers in 2023. Our passing rate is 91%, and we had over 3,100 notaries who took our notary education course and passed.

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

**A:** You must complete three hours of mandatory education, pass the state-required exam, find a surety company to execute your $25,000 notary bond, obtain the necessary equipment including a notary stamp and notary journal 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 by providing all the equipment you need and the $25,000 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. 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 **BECOME A NOTARY** packages:

## 1. Become a Notary with Live 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 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 $25,000 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 Digital Edition

* 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.

**$472.81** (includes shipping and tax)

## 2. Become a Notary 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 additional notary exam preparation.

**$583.81** (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 First Time Notary Seminar Live Online 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.

**$452.81** (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 Live Online and *the Everyday Notary Challenges Seminar Live Online 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 additional notary exam preparation.

**$543.81** (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 First Time Notary Online. This self-paced course allows you to obtain education when it fits your schedule.

**$442.81** (includes shipping and tax)

**NOTE:**
Our packages include all fees except for the Pearson Professional Assessments test and any County Fees required for swearing in.

# 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 | LOCATION | DATE |
|---|---|---|
| Allentown | Hilton Garden Inn | Oct. 20, '26 |
| Allentown | Hilton Garden Inn | Jan. 19, '27 |
| Altoona | Hampton Inn | Sep. 22, '26 |
| Altoona | Hampton Inn | Jan. 12, '27 |
| Butler | Hampton Inn | Oct. 20, '26 |
| Butler | Hampton Inn | Feb. 23, '27 |
| Erie | Courtyard by Marriott | Mar. 2, '27 |
| King Of Prussia | Holiday Inn Express King of Prussia | Oct. 27, '26 |
| King Of Prussia | Holiday Inn Express King of Prussia | Jan. 5, '27 |
| King Of Prussia | Holiday Inn Express King of Prussia | Mar. 9, '27 |
| Lancaster | Parkview Inn and Suites | Nov. 17, '26 |
| Lancaster | Parkview Inn and Suites | Feb. 9, '27 |
| Mechanicsburg | Hampton Inn Harrisburg West | Oct. 6, '26 |
| Mechanicsburg | Hampton Inn Harrisburg West | Mar. 30, '27 |
| Monroeville | Hampton Inn Pittsburgh/Monroeville | Nov. 3, '26 |
| Pittsburgh | Gateway Center Conference Facility | Oct. 13, '26 |
| Pittsburgh | Gateway Center Conference Facility | Dec. 8, '26 |
| Pittsburgh | Gateway Center Conference Facility | Feb. 9, '27 |
| Pittsburgh | Gateway Center Conference Facility | Apr. 13, '27 |
| Reading | Hampton Inn Reading/Wyomissing | Aug. 18, '26 |
| Reading | Hampton Inn Reading/Wyomissing | Apr. 6, '27 |
| Washington | Holiday Inn Express | Sep. 15, '26 |
| Wilkes-Barre | Hampton Inn & Suites | Sep. 29, '26 |
| York | Wyndham Garden York | Sep. 22, '26 |
| York | Wyndham Garden York | Mar. 23, '27 |
| Youngwood | Westmoreland Community College | Apr. 27, '27 |

## LIVE ONLINE EDUCATION VIA ZOOM

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

| DATE |
|---|
| Aug. 11, '26 |
| Aug. 18, '26 |
| Aug. 25, '26 |
| Sep. 8, '26 |
| Sep. 15, '26 |
| Sep. 29, '26 |
| Oct. 6, '26 |
| Oct. 13, '26 |
| Oct. 27, '26 |
| Nov. 17, '26 |
| Nov. 24, '26 |
| Dec. 1, '26 |
| Dec. 8, '26 |
| Jan. 5, '27 |
| Jan. 12, '27 |
| Jan. 19, '27 |
| Feb. 2, '27 |
| Feb. 23, '27 |
| Mar. 2, '27 |
| Mar. 9, '27 |
| Mar. 16, '27 |
| Mar. 23, '27 |
| Mar. 30, '27 |
| Apr. 6, '27 |
| Apr. 13, '27 |
| Apr. 27, '27 |

Take the Everyday Notary Challenges Seminar in the afternoon after the First Time Notary Seminar. This seminar will help you protect yourself from common mistakes that leave you open to litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includesadditional notary exam preparation.

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

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

Pennsylvania Association of Notaries

One Gateway Center, Suite 401
420 Fort Duquesne Boulevard
Pittsburgh, PA 15222-1498

Phone Orders: 800-944-8790
Fax Orders: 800-707-7075
Email: PAN@notary.org | Web: www.notary.org

# **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, date and time in Section 4.) | ❑ | **$472.81** |
| **Become a Notary with Superior Live Education** (indicate city, date and time in Section 4.) | ❑ | **$583.81** |
| **Become a Notary with Online Education via Zoom** (indicate date in Section 4.) | ❑ | **$452.81** |
| **Become a Notary with Superior Online Education via Zoom** (indicate date in Section 4.) | ❑ | **$543.81** |
| **Become a Notary with Online Education** | ❑ | **$442.81** |

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

| | | |
|---|---|---|
| **$30,000 for 4 years** | ❑ | **$60.00** |
| **$50,000 for 4 years** | ❑ | **$84.00** |
| **$100,000 for 4 years** | ❑ | **$180.00** |

**Choose Stamp Body Color:** ❑ Black ❑ Blue ❑ Green ❑ Red ❑ White ❑ Pastel Blue ❑ Pastel Rose

**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 Live (3 credits - $30)
- ❑ Everyday Notary Challenges Live (3 credits - $30)
- ❑ Notary Public Basic Education Online (1 credit - $10)
- ❑ First Time Notary Zoom Webinar (3 credits - $30)
- ❑ Everyday Notary Challenges Zoom Webinar (3 credits - $30)

**TOTAL $** _____

## 4. SEMINAR: (Please indicate seminar city, date or time)

**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 Number

Expiration Date Security Code

Card Holder's Billing Address

City and State ZIP