Pennsylvania Association of Notaries

NOTARY Reappointment

We Offer **3 Reappointment Packages** To Make It Easy For You to Renew

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:

"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

Q&A

Questions We've Received

Q: Is it true I will need to take a notary exam if I have a lapse in my notary commission?

A: Yes. PAN encourages you to submit your notary application to us before your commission expires, or you will be required to take an exam.

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 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.

Choose from the following **REAPPOINTMENT** packages:

1. Notary Reappointment with Live Education

The entire reappointment process is time-consuming. If you forget a step the Secretary of State will return your application and you'll need 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
- $25,000 notary bond
- Four years of PAN membership
- A self-inking notary stamp
- Notary Reappointment Seminar*

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

$415.13 (includes shipping and tax)

2. Notary Reappointment with Online Education via Zoom

Includes all the essentials listed under the live education package but replaces the live seminar with our Notary Reappointment 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.

$395.13 (includes shipping and tax)

3. Notary Reappointment with Online Education

Includes all the essentials of our Notary Reappointment package but replaces the live seminar with our Notary Reappointment Online. This This self-paced course allows you to obtain education when it fits your schedule.

$385.13 (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 **NOTARY REAPPOINTMENT** Seminar Schedule

LIVE SEMINAR EDUCATION

Notary Reappointment 9:00-12:00

CITY	LOCATION	DATE
Allentown	Hilton Garden Inn	Oct. 21, '26
Allentown	Hilton Garden Inn	Jan. 20, '27
Altoona	Hampton Inn	Sep. 23, '26
Altoona	Hampton Inn	Jan. 13, '27
Butler	Hampton Inn	Oct. 21, '26
Butler	Hampton Inn	Feb. 24, '27
Erie	Courtyard by Marriott	Mar. 3, '27
King Of Prussia	Holiday Inn Express King of Prussia	Oct. 28, '26
King Of Prussia	Holiday Inn Express King of Prussia	Jan. 6, '27
King Of Prussia	Holiday Inn Express King of Prussia	Mar. 10, '27
Lancaster	Parkview Inn & Suites	Nov. 18, '26
Lancaster	Parkview Inn & Suites	Feb. 10, '27
Mechanicsburg	Hampton Inn Harrisburg West	Oct. 7, '26
Mechanicsburg	Hampton Inn Harrisburg West	Mar. 31, '27
Monroeville	Hampton Inn Pittsburgh Monroeville	Nov. 4, '26
Pittsburgh	Gateway Center Conference Facility	Oct. 14, '26
Pittsburgh	Gateway Center Conference Facility	Dec. 9, '26
Pittsburgh	Gateway Center Conference Facility	Feb. 10, '27
Pittsburgh	Gateway Center Conference Facility	Apr. 14, '27
Reading	Hampton Inn Reading/Wyomissing	Aug. 19, '26
Reading	Hampton Inn Reading/Wyomissing	Apr. 7, '27
Washington	Holiday Inn Express	Sep. 16, '26
Wilkes-Barre	Hampton Inn & Suites	Sep. 30, '26
York	Wyndham Garden York	Sep. 23, '26
York	Wyndham Garden York	Mar. 24, '27
Youngwood	Westmoreland Community College	Apr. 28, '27

LIVE ONLINE EDUCATION VIA ZOOM

Notary Reappointment 9:30-12:30

DATE
Aug. 12, '26
Aug. 19, '26
Aug. 26, '26
Sep. 9, '26
Sep. 16, '26
Sep. 30, '26
Oct. 7, '26
Oct. 14, '26
Oct. 28, '26
Nov. 18, '26
Nov. 25, '26
Dec. 2, '26
Dec. 9, '26
Jan. 6, '27
Jan. 13, '27
Jan. 20, '27
Jan. 27, '27
Feb. 3, '27
Feb. 24, '27
Mar. 3, '27
Mar. 10, '27
Mar. 17, '27
Mar.24, '27
Mar. 31, '27
Apr. 7, '27
Apr. 14, '27
Apr. 28, '27

PAN's Notary Reappointment 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

PAN
Pennsylvania Association of Notaries

One Gateway Center, Suite 401
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Pittsburgh, PA 15222-1498

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

NOTARY 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 Live Education** (indicate city, date and time in Section 4.) ❑ **$415.13**
- **Notary Reappointment with Online Education via Zoom** (indicate date in Section 4.) ❑ **$395.13**
- **Notary Reappointment with Online Education** ❑ **$385.13**

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

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

- ❑ Notary Reappointment Live (3 credits - $30)
- ❑ Notary Reappointment Zoom Webinar (3 credits - $30)
- ❑ Notary Reappointment Online (1 credit - $10)

TOTAL $ _____

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

Live Seminar:

_____ Date _____

City

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