

NOTARY Business Support

We Make It Easy For Your Employees to Become Notaries.

WWW.NOTARY.ORG



Our Business Support packages provide

EVERYTHING

your employees need to become PA notaries.

Contact our Education Coordinator at **1-800-944-8790 ext. 145**, Monday—Friday, if your company is not registered for our Business Support Program.

WHAT OUR MEMBERS SAY:

"The PAN package is the best way to become a notary. It's wonderful to have a one-stop shop."

—Diane R., Williamsport

* 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



Q: Is it true one must pass a notary 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: If my employee took education four years ago do they need it again if they're renewing?

A: Yes. All notaries are now required to take three hours of notary education as part of the reappointment process.

Q. Do my employees need to join PAN to become notaries?

A: No. They can become notaries on their own.

Q: If one of my employees makes a notarial mistake on someone's document and they claim it causes a financial loss, is it true that my company can be held financially responsible and sued?

A: Yes. However, PAN's member services representatives will lead your employees through any notarial question or problem to help your company avoid potential lawsuits and fines.

Q: What's involved in becoming a notary?

A: Your employees must complete three hours of mandatory education, pass a state-mandated exam, find a surety company to execute their $25,000 notary bond, obtain the necessary notary equipment including notary stamps and journals that conform with Pennsylvania's notary law, pay fees, take their oaths of office, record their bonds, and register their signatures. If your employees become PAN members, we can help them with the entire appointment process.

Q. How would enrolling my employees with PAN memberships benefit me as an employer?

A: PAN helps your employees become notaries and provides all the equipment they need, including the $25,000 bond required by Pennsylvania's notary law for each notary. 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 employees' work as notaries easier, including sample letters and forms and keep them 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, your employees will be on their way to obtaining their notary commissions.

Our Become a Notary Package includes the *First Time Notary Seminar and all the essentials your employees 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.

$452.81 (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 your employees protect themselves and your business from common mistakes that leave notaries open to possible litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes notary exam preparation.

$563.81 (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.

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 your employees to obtain education with the benefits of a live instructor-led presentation in the comfort of your employees' home or office.

$432.81 (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 and *the Everyday Notary Challenges Seminar utilizing Zoom technology.

* The Everyday Notary Challenges Seminar will help your employees protect themselves and your business from common mistakes that leave notaries open to possible litigation or fines. The seminar focuses on tips for proper notarization, problem documents and includes notary exam preparation.

$523.81 (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 allows your employees to obtain education when it fits their schedules.

$422.81 (includes shipping and tax)

Choose from the following **REAPPOINTMENT** packages:



1. Notary Reappointment with Live Education

The entire reappointment process is time-consuming. PAN walks your employees step by step, so they get reappointed without a hitch.

The Notary Reappointment package includes:

- 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 hones your employees' skill and meets the state's education requirement at the same time.

$395.13 (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 your employees to obtain education with the benefits of a live instructor-led presentation in the comfort of your employees' home or office.

$375.13 (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 allows your employees to obtain education when it fits their schedules.

$365.13 (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 **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

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

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

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BUSINESS SUPPORT 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 APPOINTMENT/REAPPOINTMENT 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.)	❑	**$452.81**
Become a Notary with Superior Live Education (indicate city, date and time in Section 4.)	❑	**$563.81**
Become a Notary with Online Education via Zoom (indicate date in Section 4.)	❑	**$432.81**
Become a Notary with Superior Online Education via Zoom (indicate date in Section 4.)	❑	**$523.81**
Become a Notary with Online Education	❑	**$422.81**

Notary Reappointment Packages (Select only one)

Notary Reappointment with Live Education (indicate city, date and time in Section 4.)	❑	**$395.13**
Notary Reappointment with Online Education via Zoom (indicate date in Section 4.)	❑	**$375.13**
Notary Reappointment with Online Education	❑	**$365.13**

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

Choose Journal Cover Color: ❑ Blue ❑ Green ❑ Burgundy ❑ Pink

*Journals not included in the Reappointment Package

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