

RULONA RUNDOWN

DATES

- **15 days** – Report lost/stolen stamp or journal to the Department of State.
- **30 days** – Report office of record and/or home address change to the Department of State.
- **30 days** – Report name change to the Department of State.
- **45 days** – Obtain \$25,000 notary bond; record bond, oath & commission and record signature.
- **60 days** – Minimum timeframe you should apply for your reappointment before your commission expires.
- **6 months** – Education needs to be completed within six months before applying for appointment/reappointment.
- **4 years** – The length of a notary commission.

REQUIRED

- Proof of 3 hours of education.
- \$42 state application fee.
- Notary wording on any document that you're notarizing.
- Notary wording for remote online notarization must disclose that communication technology was used.
- An audio-visual recording of a remote online notarization must be retained for at least 10 years.
- Notary must be in Pennsylvania when completing a remote online notarization.
- Read & write in English.
- \$25,000 notary bond.
- Date & Time of notarization in journal.
- Sign your name exactly as it appears on your notary commission.
- Bound journal with pre-numbered pages and entries (paper) or tamper-evident journal (electronic).

DO'S

- Notify the Department of State of your intention to notarize remotely.
- Provide itemized receipt when charging.
- Do everything at the same time (contemporaneously).
- Can make a certified copy of a passport if asked.
- Keep journal in chronological order.
- Demand personal appearance of your customer.
- Destroy notary stamp when you resign.

DON'TS

- Assist customer in drafting legal documents.
- List customer's personal information in your journal.
- Abbreviate words on your official stamp.
- Notarize a document with blank spaces on it.
- Make a certified copy of a Birth/Death certificate.
- Charge a fee for notarizing an absentee ballot.

CERTIFICATE OF NOTARIAL ACT (NOTARY WORDING)

- **Venue:**
Commonwealth of Pennsylvania
County of _____
- **Verification on oath or affirmation wording:**
Signed and sworn to (or affirmed) before me
on _____ (Date) by _____ (Customer Name).
- **Acknowledgment wording:**
This record was acknowledged before me
on _____ (Date) by _____ (Customer Name).
- **Witnessing or attesting a signature wording:**
Signed (or attested) before me on _____ (Date)
by _____ (Customer Name).

PAN 329E 5-26



Pennsylvania
Association of Notaries

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