

**PLEASE READ THE IMPORTANT NOTICE BELOW BEFORE COMPLETING THE
APPLICATION THAT FOLLOWS**

**MANDATORY NOTARY EDUCATION REQUIREMENT IMPACTED BY A RECENT
PENNSYLVANIA SUPREME COURT DECISION**

On June 22, 2004, the Pennsylvania Supreme Court reversed a Commonwealth Court decision upholding the Department's interpretation of the mandatory notary education requirement contained in the Notary Public Law as amended by Act 151 of 2002 (effective July 1, 2003) as it pertains to notaries public appointed on or before the effective date of the Act.

Under the ruling, effective immediately, any applicant for reappointment who was appointed on July 1, 2003 or before and whose notary commission was in effect as of July 1, 2003 is permanently exempted from the notary education requirement. Those excluded from the ruling include those who failed to meet the Act's requirements for a valid commission or who had lapses in their commission, including the following:

- those who received a letter of reappointment but failed for 45 days after the beginning of their terms to obtain a bond and have the bond, the commission and oath recorded;
- those who resigned their commissions and did not seek reappointment;
- those who permitted their commissions to expire and did not seek reappointment;
- those whose commissions were revoked as the result of a disciplinary action taken by the Department.



PART I: PLEASE TYPE OR PRINT (See reverse for instructions – please write on line above description)

NAME (First, Middle Initial, Last) (See Instructions) BIRTH DATE

NAME OF EMPLOYER WHERE NOTARY COMMISSION WILL BE USED (If applicable) TYPE OF EMPLOYMENT DATE EMPLOYMENT COMMENCED

EMPLOYER STREET ADDRESS CITY STATE ZIP CODE
(P.O. Box alone insufficient. If applicable, please include.)

EMPLOYER AREA CODE/TELEPHONE NO. MUNICIPALITY COUNTY

HOME STREET ADDRESS CITY STATE ZIP CODE
(P.O. Box alone insufficient. If applicable, please include.)

HOME AREA CODE/TELEPHONE NO. MUNICIPALITY COUNTY

All notary applicants for an initial commission only * must complete a pre-approved three-hour notary public education course within the six month period immediately preceding the application. Please attach a copy of your course completion certificate. Please retain your original.
Did you personally complete a course? yes no
If yes, date of completion _____

*Please be advised that under a recent Supreme Court ruling, effective immediately, any applicant for reappointment who was appointed on July 1, 2003 or before and whose notary commission was in effect July 1, 2003 is permanently EXEMPT from the education requirement. Please see the exclusions from this ruling on the back.

Have you ever been convicted of or entered a plea of guilty or nolo contendere to a felony or lesser offense preceding the date of this application?

yes no (Please see General Instructions section.)

If yes, give specific details on a separate sheet of paper; include name of court, plea or conviction, sentence and length of probation.

Have you ever been a Notary Public in Pennsylvania?

yes no

Name on previous commission: _____

Expiration date: _____

Have you ever resigned a notary commission or had a notary commission suspended, revoked or otherwise disciplined by the commonwealth or any other state/jurisdiction preceding the date of this application? Yes No

(Please see General Instructions section.)

Have you ever had any other dept. of state license suspended, revoked or otherwise disciplined? yes no

If yes, give specific details on a separate sheet of paper.

I DECLARE THAT ALL OF THE INFORMATION I HAVE PROVIDED OR ATTACHED AS DOCUMENTATION IS TRUE AND CORRECT AND CONTAINS NO MATERIAL MISSTATEMENT OR OMISSION OF FACT. I UNDERSTAND THAT THE FALSIFICATION OF ANY STATEMENT OR DOCUMENTATION IS SUBJECT TO CRIMINAL PENALTIES FOR UNSWORN FALSIFICATION PURSUANT TO 18 Pa.C.S. § 4904.

SIGNATURE (SHOULD CORRESPOND WITH NAME IN PART I) DATE

PART II: REFERENCES: (See instructions)

WE THE UNDERSIGNED, KNOW THE APPLICANT TO BE CAPABLE AND RELIABLE; TO HAVE A GOOD REPUTATION FOR INTEGRITY, SOBRIETY AND TRUTHFULNESS; AND TO BE QUALIFIED TO HOLD THE OFFICE OF NOTARY PUBLIC.

REFERENCE 1

REFERENCE 2

PRINT NAME

PRINT NAME

SIGNATURE

SIGNATURE

NUMBER/STREET/CITY/STATE/ZIP

NUMBER/STREET/CITY/STATE/ZIP

AREA CODE/TELEPHONE NO.

AREA CODE/TELEPHONE NO.

PART III: TO BE COMPLETED BY PENNSYLVANIA SENATOR BEFORE APPLICATION SUBMITTED: (See instructions)

*** I HEREBY ENDORSE THE APPLICATION OF THIS APPLICANT WHO IS A RESIDENT OF OR IS EMPLOYED IN MY SENATORIAL DISTRICT.

For Official Use Only

Signature of Senator

District

Date

Serial Number

It is the responsibility of the applicant to obtain the signature of the Senator.

*****ATTENTION NOTARY PUBLIC APPLICANT*****

Before submitting your application to the Department of State, please be sure that you have:

- Carefully read all the instruction provided on the application and in the update revision of the publication “Becoming a notary public in Pennsylvania”.
- Complete the entire application.
- Obtained the signature of your State Senator of the Senatorial District in which you reside, or if you are a non-resident, from the Senator of the district in which you are employed. The website www.pasen.gov can assist you in finding your district and the corresponding Senator.
- Legibly listed your legal name in Part 1 of the form. Your commission will be prepared and issued in this name. Use of nicknames is not permitted.
- List complete business/home address and county information. If you are a Pennsylvania resident and your business is operated from your home, please complete the business address portion of the application with your home address.
- For initial appointments only - completed a pre-approved three-hour notary public education course within six months prior to appointment or reappointment
- For reappointments only - under a recent Supreme Court ruling, effective immediately, any applicant for reappointment who was appointed on July 1, 2003 or before and whose notary commission was in effect July 1, 2003 is permanently **exempt** from the education requirement. Please see the exclusions attached.
- Answer the questions concerning your conviction of crimes and resignation/suspension/revocation of prior commissions
- Sign your name on the application as it appears in Part 1.
- Obtain the signatures, complete home addresses and telephone numbers of two references.
- Include the \$40.00 application fee by check or money order made payable to the “Commonwealth of Pennsylvania”. The fee is non-refundable.

All correspondence from the Department of State concerning your notary public application, notice of appointment to office and bond will be mailed to the business address you have provided on your application.