



Becoming a Notary Public in the Commonwealth of Pennsylvania is not a complex process, however we know that the choices for your education and supplies are numerous and confusing. Let us take a minute to explain the differences and similarities.

Marketing techniques and general advertising practices over the years has created the impression that some organizations are the governing entity or at least affiliated in some capacity with the State Department or the county governments. This is simply not true.

Pennsylvania's Department of State, Notary Division is the governing body for all Pennsylvania Notaries Public. They approve all notaries and enforce the educational requirements according to state law. Each approved provider of the mandatory education must submit their courses for approval by the Notary Division. These courses must contain the same pertinent information required by the State Department and the Notary law. Therefore all approved providers and their courses contain the same information regardless of presenter, organization or provider. We are an approved vendor by the Department of State. We provide the mandatory education course for new and renewing applicants. We offer the same as the other vendors and organizations.

The process of applying for a commission is also the same. After completed the required educational course the certificate of completion is attached to the state approved application. The application can be sent to the State Department in regular mail and they also have an online filing process. The State Department has final approval and sends the required bond to the applicant for execution. After execution the bond is recorded in the local county recorders office. Regardless of the provider or organization or even yourself the process is the same.

Handling your commission processing is also quite simple. We believe it is your commission and you should control it from start to finish so we encourage you to handle the process on your own. We will guide you through each step of the appointment process and fix any problems or help handle any concerns you run into. The "prices" you pay an in state, out of state or national "membership organization" to handle this for you includes the fees, your bond and equipment and sometimes they include "perks". Mostly, this price includes your "membership fee". You pay those high prices for a "membership". We are not a membership organization. Therefore you pay less, much less.

The mandatory required course to apply to be a Notary Public is Basic Notary. This course is a three hour course covering the law, our functions and general knowledge of a Notary Public. Additionally, we offer many more educational courses. They include, Accredited Signing Agent, DMV Agent and E~Notary, and more. All of our instructors are hands on notaries; they are not employed as teachers. Each one of them is successful in their own businesses, as Notaries Public, Signing Agents and DMV clerks here in Pennsylvania.

**Basic Notary Mandatory Education – Online Course**

Our Online Notary 101 course and materials have been developed by our staff and approved by the Commonwealth. This is the mandatory education course required for new and renewing Notaries Public. You will be taught the notary basics and then some.

Online Notary 101 Mandatory Education..... **\$50.00**

Includes the following:

- Basic Notary course
- Basic Notary workbook
- Acknowledgements
- Affidavits
- Certifications
- Access to 24 hour hotline
- Certificate of Completion

**ASA- Signing Agent – Online Course**

With the help of settlement agents, schedulers and title producers, we have comprised the most accurate training for PA Signing Agents you will find. We include information on documents, UPL and the basic functions of a notary at a mortgage closing. With so many differences in classes, education and designations a Signing Agent can get lost in the shuffle. Most settlement services who hire Signing Agents want them to have more than the average education in this field. Therefore this course was developed by them and is taught by experienced people who work in this field.

ASA Course ..... **\$75.00**

Includes the following:

- Accredited Signing Agent course
- Accredited Signing Agent workbook
- Sample invoices and other business documents
- Complete mortgage closing packet
- ASA Certification
- Access to 24 hour hotline

**DMV Agent – Online Course**

This **introductory** course is for all those who wish to become a DMV Agent. In Pennsylvania Notaries Public provide DMV services to the general public through their offices by becoming DMV Agents. They can handle all types of vehicle transfers. Trucks, cars, motorcycles and trailers, even boats, snowmobiles and ATV's. We will not only explain the procedures but make sure you are informed on the laws involved. We will provide you with step by step instructions on how to handle all types of vehicle transfers. This course is **NOT** the certified course you must take to be a DMV Agent with the Department of Transportation. This is an introductory course only. This is a one of a kind course in which you will have all the information and education necessary to open your office for DMV work.

DMV Course..... **\$75.00**

Includes the following:

- DMV Agent training course
- DMV Agent training workbook
- Sample invoices and other business documents
- DMV Agent document packet
- DCNR training
- Access to 24 hour hotline