



Course Purchased Basic Notary \_\_\_ Reappointment \_\_\_ ASA \_\_\_ DMV \_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip +4 \_\_\_\_\_ - \_\_\_\_\_ County \_\_\_\_\_

Municipality, Boro, Township, \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Current Commission number# \_\_\_\_\_ Expiration \_\_\_\_\_ County \_\_\_\_\_

**Mail in Registration Information**

Thank you for downloading the registration by mail package. This process is very simple. Please choose the package or course you wish to attend. Fill out the student information form above and the Notary Public application that is included.

Please fill out the state application for our records. When filling out your state application the name to be listed on your commission should match your legal signature. This signature is the one you use to sign checks and every day items. It can be your full first name and last name, full first name, with middle initial and last name, initial first name, full middle name and last name or full first name, full middle name and last name. No nicknames or other abbreviations can be used.

When filling out your state application the name to be listed on your commission can be your full first name and last name, full first name, with middle initial and last name, initial first name, full middle name and last name or full first name, full middle name and last name. No nicknames or other abbreviations can be used. This name must match your legal signature.

All correspondence from the state in regards to your application and commission will be sent to your address of record. This will be your employers address, or your home address. This information will become public record. If you wish all correspondence to be directed to your home instead of your employers then fill ALL employer info with N/A, leaving no blanks lines or spaces on the application.

When listing the addresses include the physical street address, a P.O. Box alone is not acceptable. Please include the four digit code for your zip codes. List your municipality, boro, or city information also. This is not the mailing address. This would be the governing entity of the address listed. Finally the bottom three questions should be answered and checked. Please check yes for the first question in regards to the mandatory education program. **DO NOT FORGET TO SIGN IT!** Your signature **MUST** match the name on the application.

Please fax completed package to 866.465.4090 along with the copy of the check or money order. Then send by regular mail with payment to PA Notary P.O. Box 4029 Gettysburg PA 17325. Only checks or money orders are accepted by mail.

If you have any questions please email us at course@panotaryeducation.com. Thank you.

**Please make check or money order payable to PA Notary Inc. Total Enclosed \$ \_\_\_\_\_**

**Mail To: PA Notary Inc. P.O. Box 4029 Gettysburg, PA 17325**

Refund policy for our online courses:

- Refunds are not available once any course has been accessed by the student.
- Refunds are not available anyone who is rejected by the state.
- Refunds are not available for anyone who does not complete the process in the required time frame.
- We reserve the right to cancel any class with full refund.