



PRINT OR TYPE CLEARLY. FILL OUT APPLICATION COMPLETELY. Do not leave any blanks.
 Use "none" or "N/A" if applicable. **An incomplete application will delay your approval.**
FEE: \$40 – make check or money order payable to: COMMONWEALTH OF PENNSYLVANIA.

CHECK ONE: **New Approval**
 Renewal of Approval (have been an approved e-notary in Pennsylvania before)

Current notary commission information:		YES (√)	NO (√)
Are you currently a commissioned notary public in Pennsylvania? If YES and you wish to apply for electronic notary (e-notary) status, please continue to complete the remainder of this application. If NO, then STOP. You must hold a current commission as a notary public prior to applying for electronic notary status.			
Notary commission expiration date	Notary commission ID Number	Full name on current commission	

For Official Use Only

All information provided on this application must match the information on your current notary record.
If any of the information does not match, please provide the correct information on this application with an attached explanation regarding the change(s).

PART I: Applicant Information (NOTE: Employer/Business contact information will be public record)			
First Name	Middle Name or Initial (if used)	Last Name	Suffix (if applicable)
Date of Birth (mm/dd/yyyy)	Gender (Check One): <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number (xxx-xx-xxxx)	Email Address (Required)
Name of Employer/Business where Notary Commission is used (Do not leave blank. If not applicable, please indicate.)			
Employer/Business Street Address (P.O. Box alone is insufficient)		City	State Zip Code
Employer/Business Telephone (include area code)	Municipality (city/borough/township)		County
Home Street Address (P.O. Box alone is insufficient)		City	State Zip Code
Home Telephone (include area code)	Municipality (city/borough/township)		County

Part II: Criminal History and Other Notary Commission History (Check or mark appropriate boxes)	YES (√)	NO (√)
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? If yes, attach full details (name of court, plea or conviction, sentence and length of probation) and appropriate supporting documents with a signed and dated personal explanation.		
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? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		
Have you ever had any other professional or occupational license suspended, revoked or otherwise disciplined? If yes, attach full details and appropriate supporting documents with a signed and dated personal explanation.		

Note that disclosing your social security number on this application is mandatory for the Department of State to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). To enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare (DPW) information presented by DPW about the licensee, including the social security number.

APPLICANT AFFIDAVIT: To the best of my knowledge and belief, this application contains no misrepresentations or falsifications, omission or concealments of material fact and the information given by me is true and complete. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation, or denial of my approval to act as an electronic notary.

Applicant Signature (must match name in Part I)

Date

IMPORTANT NOTICE

In order to obtain approval from the Department of State to electronically notarize, you must first be a duly appointed and commissioned notary public in the Commonwealth of Pennsylvania, holding a current and unrestricted commission. DO NOT apply for approval to electronically notarize if you fail to meet this requirement. Please contact the Department of State or visit our website at <http://www.dos.state.pa.us/notaries> for information on how to become a notary public in Pennsylvania.

General Instructions

- Use your name and business address as they appear on the notary public commission records of the Department of State.
- Use your notary commission ID number as it appears on your notary commission issued by the Department of State.
- Applications will be accepted only on the form approved for use by the Secretary of the Commonwealth.
- All answers are subject to investigation and false statements will be deemed as adequate grounds for rejection. Please be advised that a felony conviction or a plea of guilty or nolo contendere or a commission revocation in the Commonwealth or any other state within the last five years prior to application will result in application rejection.
- **Filing Fee:** Each application must be accompanied by a check or money order for \$40.00, made payable to "Commonwealth of Pennsylvania," and mailed to 210 North Office Building, Harrisburg, PA 17120. **The fee is non-refundable.** Please note: the Secretary of the Commonwealth is authorized to revoke the notary public commission of a notary public who issues a personal insufficient funds check to the order of any State agency or the Commonwealth subject to the right of notice, hearing and adjudication and right of appeal.
- All correspondence from the Department of State concerning your electronic notary public application and approval will be mailed to the business address as it appears on your notary public commission.
- All notifications from the electronic notary seal provider will be sent to the email address you have provided on your application.
- Upon approval as an electronic notary, the Department of State will send the applicant an Electronic Notary Approval Letter. The applicant will be contacted by email by the electronic notary seal provider and must complete the process for downloading an electronic notary seal **within 45 days** of the date the Electronic Notary Approval Letter is issued or the approval becomes null and void. **Extensions will not be given.**
- The Secretary may, for good cause, reject any notary public application subject to the right of appeal.