



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 appointment.**

CHECK ONE: **New Appointment**
 Reappointment (have been a notary in Pennsylvania before)

Complete the following if you have ever been a notary in Pennsylvania before:	
Notary commission expiration date	Full name on previous commission
Notary commission ID number	Other name used on previous commission

For Official Use Only

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)	Social Security Number (xxx-xx-xxxx)	Email Address (Optional)	
Name of Employer/Business where Notary Commission will be used (Do not leave blank. If not applicable, please indicate.)			
Employer/Business Street Address (P.O. Box alone is insufficient)		City	State
Employer/Business Telephone (include area code)		Municipality (city/borough/township)	County
Home Street Address (P.O. Box alone is insufficient)		City	State
Home Telephone (include area code)		Municipality (city/borough/township)	County

Part II: Education, Criminal History, Other Notary Commission History (Check or mark appropriate boxes)	YES (√)	NO (√)
I am a notary applicant for initial appointment or reappointment and I have completed a pre-approved three-hour notary public education course within the six-month period immediately preceding this application (unless permanently exempted). Attach a copy of your course completion certificate and retain your original. Lack of proof of education will result in application rejection.		
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 prescribed by DPW about the licensee, including the social security number.

APPLICANT AFFIDAVIT: I am of good moral character and am familiar with the duties and responsibilities of a notary public. I shall furnish additional evidence of these statements, if requested, which shall be satisfactory to the Secretary of the Commonwealth. 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 notary commission.

Applicant Signature (must match name in Part I)

Date



Since 1964



PO Box 940489
Maitland, Florida 32794-0489

☎ : (800) 422-1555
☎ : (800) 224-6368
✉ : notaryhelp@notaries.com
🌐 : www.notaries.com

PENNSYLVANIA NEW AND RENEWING NOTARY ORDER FORM

REQUIRED ITEMS DESCRIPTION (Meets/exceeds all requirements of Pennsylvania Notary Law)	PRICE	SUBTOTAL
Notary Package: Includes Four Year State Required \$10,000 Notary Bond, State Filing Fee, Customized Self-Inking Stamp (12 colors to choose from) and a Certificate Suitable for Framing. Circle Stamp Color Choice: <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Mango <input type="checkbox"/> Lilac <input type="checkbox"/> Gray <input type="checkbox"/> Neon Pink <input type="checkbox"/> Neon Orange <input type="checkbox"/> Neon Green (If you do not choose a color for your stamp, you will receive gray)	\$125	\$125
Online Notary Education Course Required for New and Renewing Notaries	\$50.00	
Recommended Errors & Omissions Insurance Upgrade - Choose One		+
\$10,000 Coverage	\$40.00	
\$15,000 Coverage	\$50.00	
\$20,000 Coverage	\$60.00	
\$25,000 Coverage	\$70.00	
\$30,000 Coverage	\$80.00	
\$50,000 Coverage	\$110.00	
\$100,000 Coverage	\$170.00	
ADDITIONAL NOTARY TOOLS		+
Customized Notary Embosser Seal (4 colors to choose from) <input type="checkbox"/> Black <input type="checkbox"/> Pink <input type="checkbox"/> Blue <input type="checkbox"/> Red Circle Seal Color Choice (If you do not choose a color, you will receive black) Black, Pink, Blue, & Red embossers match black, pink, blue and red customized self-inking notary stamps for a uniformed look.	\$35.00	
Record Keeping Journal for Notaries	\$15.00	\$15.00
Inkless Pocket-Sized Finger Printer to Compliment Journal	\$10.00	
Display Sign	\$6.00	
		+
Shipping & Handling	\$11.95	\$11.95
All Customized Self-Inking Notary Stamps come with state required black ink. The choice of color is for the stamp casing only and not ink.	Amount Enclosed	

Notary education is required for first time applicants and renewing Notaries. Huckleberry Notary Bonding's online Notary course is state approved for satisfying the requirement for new notary applicants which must print, sign and return the course completion certificate in order to be commissioned. You may fax it to us at 800-224-6368. If your order cannot be completed within 9 months of submitting your information to Huckleberry Notary Bonding, Inc., and its subsidiaries, due to lack of information needed to complete your notary appointment/certification, we are no longer obligated to complete your order and payment becomes non-refundable.



CHECK/MONEY ORDER

CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE:

--	--	--	--

SECURITY CODE:

--	--	--	--	--	--

NAME ON CARD: _____

SIGNATURE OF CARDHOLDER: _____

DAYTIME PHONE NUMBER: () - - EMAIL ADDRESS: _____

Thank you for your interest in becoming a notary public. Our company has made the process simple. Because we are approved by the State and the Department of Insurance to file your application, we can promise fast turnaround and excellent customer service. Plus, your customized self-inking notary stamp is made in our own in-house stamp and seal division, ensuring a high quality product and timely delivery.

Should you require additional information, please call on us.

Sincerely,

Derrick Huckleberry

1. All forms should be printed legibly.
2. Follow instructions on reverse side.
3. Total your order form and mail it with your application and payment to:
Huckleberry Notary Bonding, Inc.
Home Office Notary Processing
P O Box 940489
Maitland, FL 32794-0489
4. We will then process it with the state. In approximately 4-5 weeks, you will receive your Notice to Appointee Letter and notary bond which you must immediately mail to us.

PRODUCT DESCRIPTIONS



CUSTOMIZED NOTARY EMBOSSER SEAL \$35

Our hand-held embosser seal creates a beautiful raised impression every time. This optional seal puts the finishing touch on your notarizations and is widely recognized when used on documents going to other states or international countries. Available in your choice of colors: black, pink, blue or red. Match it up with a gray, pink, red or blue customized self-inking notary stamp!



RECORD KEEPING JOURNAL FOR NOTARIES \$15

Notaries in Texas are required to keep a record of all notarizations. Our Journal helps you keep a record of your notarial acts and even includes a space for finger prints. Pair it up with our Inkless Finger Printer!



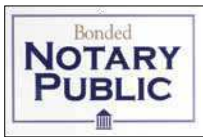
INKLESS FINGER PRINTER \$10

Easy to use and no mess when used in conjunction with our Record Keeping Journal for Notaries. It's a great fraud deterrent.



ROUND SELF-INKING NOTARY STAMP \$46

Our round self-inking notary stamp replaces or can be used in addition to our rectangular notary stamp. Creates crisp/clear impressions every time.



NOTARY PUBLIC DISPLAY SIGN \$6

Our display sign lets others know you're a Notary.



CUSTOMIZED SELF-INKING NOTARY STAMP \$32

Nine color choices to choose from and customized with your name, commission number and expiration date. It's the "gold" standard among notary stamps. Order an extra one to keep in your car, home or office.



NOTARY LIABILITY INSURANCE (NOTARY ERRORS AND OMISSIONS)

Notary Errors & Omissions Insurance is a critical component of any notary's portfolio. It protects you, the notary, against any potentially devastating financial costs of lawsuits that could result from an error you make while acting in your official capacity as a notary. While not required, it's necessary in today's litigious climate and is available at affordable rates that coincide with your notary term. Here are several E&O facts:

- It safeguards you against costly time-consuming lawsuits. Even if the suit is frivolous, you could be faced with a large legal bill for defending yourself. Our policy covers legal fees.
- Your notary bond required by the state doesn't protect you. This is a common misconception. It merely protects those you notarize for. If a claim is filed against your bond, you have to reimburse the insurance company for any payments they make on your behalf. Unless you have Notary Errors & Omissions Insurance. It provides primary protection and pays the claim first.
- **Employer policies do not protect you** No matter what you are told, you are individually responsible for your own actions as a notary, even if you notarize only for work related purposes.
- Errors and Omissions coverage includes forgetting to affix your notary stamp to the document, not properly identifying the person signing the document, and other simple and common mistakes.

Errors & Omissions Insurance provides you with peace of mind, protecting you against any claim for an act or omission and personal liability while acting in the capacity of Notary Public. It also provides coverage for all defense costs and pays from the first cent. Furthermore, you'll have no repayment of claims back to the insurance company. No deductible, coverage on and off the job and affordable protection. Don't notarize without it.



Application Instructions

Pennsylvania Notary Commissioning Directions Please Read

- Print or type clearly. Fill application out completely. Do no leave any blanks. Use “none” or “N/A” if applicable. **AN INCOMPLETE APPLICATION WILL DELAY YOUR APPOINTMENT.**
- Select New Appointment or Reappointment (as a Pennsylvania notary). Reappointments must provide previous commissioning information as requested on application.

PART I: Applicant Information

Complete all blanks. Your printed name must match your signature at the bottom of the application. If you do not use your middle name or initial as part of your signature do not include them. Use of nicknames is not permitted. For example if your legal name is “Joseph” you may not apply as “Joe”. (PLEASE SEE #1 BELOW)

If you include information about your employer then this is the county that your notary will be commissioned through. If you do not want to be commissioned according to your county of employment then you may repeat your home address in this section. You must give a physical address for your home and employment address, a PO Box will not be accepted.

PART II: Notary Education, Criminal History, Other Notary Commission History **Answer each question “Yes” or “No”**

NOTARY EDUCATION: All Pennsylvania notary applicants, both new and reappointment must complete a pre-approved, three hour notary public education course within the six-month period immediately preceding their time of application. Pennsylvania requires applicants to complete the course in one, three hour time period. If you log out of the course you will have to start over. When the course is completed you will print a certificate of completion which you will sign and submit along with your completed application page. Your printed name and signature on your education certificate must exactly match the ones on your application.

1. Sign your completed application and education certificate.

PLEASE NOTE: THE STATE OF PENNSYLVANIA REQUIRES YOU TO SIGN WITH A LEGIBLE SIGNATURE. YOU MUST BE ABLE TO TELL THAT YOUR PRINTED NAME AND SIGNATURE MATCH. A SQUIGGLE OR STYLIZED SIGNATURE IS NOT ACCEPTABLE. THIS IS ALSO HOW YOU WILL SIGN YOUR NAME EVERY TIME YOU NOTARIZE A DOCUMENT.

2. MAIL THE ORIGINAL, COMPLETE AND SIGNED COPIES OF YOUR APPLICATION AND EDUCATION CERTIFICATE TO OUR OFFICE. IF YOU HAVE NOT ALREADY MADE A PAYMENT THROUGH OUR WEBSITE THEN INCLUDE YOUR NOTARY ORDER FORM AND YOUR FULL PAYMENT.

HUCKLEBERRY NOTARY BONDING HOME OFFICE

Notary Processing
PO BOX 940489
MAITLAND, FL. 32794-0489

Once we receive your application we will send it along with your state filing fee to the Pennsylvania Department of State for commissioning.

The state will mail you your NOTICE TO APPOINTEE letter and your BLANK NOTARY BOND. THESE ARE TIME SENSITIVE. Please mail these forms to us as soon as you receive them. Do not sign anywhere on the forms. Send the blank documents to us. Upon receipt of them we will complete the bond and then mail it back to you along with your notary seal and any other supplies you have ordered.

The final step is to take the completed bond to your county courthouse and become sworn in as a Pennsylvania notary public. Failure to do this by the date indicated on your Notice to Appointee letter will cancel your notary commission and require you to begin the commissioning process over again.

**We are here for you. Any questions or comments,
please call us at 1-800-422-1555.**

HUCKLEBERRY NOTARY BONDING INC. • TOLL FREE 800.422.1555 • info@notaries.com