Also need front copy of driver's license

Fax 717-213-0102
OR
Email bross@paa.org

Affidavit of Applicant's Identity

In order to be authorized to obtain your required three-hours of approved notary training by non-live interactive course, you must provide verification of your identity by signed affidavit.

INSTRUCTIONS: Please read this affidavit carefully, complete the requested information and sign the document. **This affidavit must be submitted with a photocopy of your valid photo ID prior to taking the course**. Thank you.

I, _____(print full name), do hereby attest that I am the person herein named, that the copy of the ID submitted herewith is mine and is genuine and true, and that I alone will undertake the three-hour notary training course and will do so with complete honesty. I further attest that the evaluation I complete at the end of the Pennsylvania Automotive Association's Advanced/Basic Notary Course will be my own work product and mine alone. I attest that these statements are true and hereby sign this affidavit under the penalties of perjury as provided under 18 PA.C.S. 4902 this _____ (day, month, year).

_____

Signature

User Agreement

The following agreement describes the terms and conditions on which PAA Services, Inc. offers its services. You must agree to these terms and conditions before being provided with login information for the Online Advanced/Basic Notary Course.

The purpose of this course is to provide students with a general overview of the subject matter and aimed at helping you and your employer comply with government training regulations. Ensuring that employees meet the training requirements is ultimately the employer's responsibility. It is the student's responsibility to complete a course in its entirety.

Certificate of Completion
A "Certificate of Completion" from PAA Services, Inc. indicates that the student has completed the requirements of the course. A certificate from PAA Services, Inc. does not guarantee that a student possesses a minimum level of skills or knowledge regarding the subject matter. It is the employer's responsibility to assess the employee's level of skill or knowledge and determine whether an employee is qualified to perform a specific job or function.

Limit of Liability
By registering for this course, the student and student's employer agree that PAA Services Inc. shall not be held liable for any type of loss or damage that could be construed as arising from this course. PAA Services, Inc. does not take responsibility and shall not be held liable for inappropriate use or application of information or instruction provided in this course.

Copyright
All material contained on the PAA web site is protected by copyright law. The student and the student's employer agree not to copy or distribute any materials contained in the courses.

Honor Code
PAA Services, Inc. trusts in the integrity of the student to observe the honor code. The honor code is based on the assumption that the student will be honest when taking any assessments or exams. The student agrees that only he or she will take the exams and complete required exercises and that he or she will not distribute or share exam questions or provide answers to other students enrolled in the course.

Passwords
Students may not disclose or share their password with others, and will notify PAA Services, Inc. if he or she believes that his or her password has been compromised.

_____ _____

Student Signature Date

Steps for Obtaining Notary Commission

NO NEED TO RETURN. KEEP FOR YOUR REFERENCE

1. Take and successfully complete the mandatory 3-hour education course. Register and pay at www.paa.org/seminars.
2. Print or download training certificate after completion of course.
3. Submit notary application packet to PAA Notary Service along with proof of completion of course (training certificate).
4. **For new notary public or notary public who has an expired commission**, after Department of State approves notary application, the notary public must schedule and pass the exam administered by Pearson VUE. PearsonVue will email you regarding this exam.
5. Once the notary public application has been approved by the Department of State, the applicant will receive the notice to appointee and notary bond form via email from ra-notaries@pa.gov to the email address on the notary application.
6. Forward blank bond form to PAA Notary Service in order to secure the bond and stamp.
7. PAA Notary Service will execute the bond with the insurance company and return it to you via US mail.
8. Take executed bond to the Recorder of Deeds office in the county of record. This process must be completed within 45 days of appointment.
9. At the Recorder of Deeds office in the county where the notary public maintains an office, a representative will issue the oath of office and record the commission.
10. After the Recorder of Deeds administers the oath of office, the office will provide the Commission Certificate to the Notary Public.
11. At the same time the applicant must register his/her official signature with the prothonotary of the county in which the applicant maintains a business address within the same 45 day timeframe after appointment.
12. At both offices, the appointee must present satisfactory evidence of identity before taking the oath of office or registering an official signature.