Electronic Notarization Program
The Eight Steps to Becoming an Electronic Notary in Pennsylvania

Step 1  The duly appointed and commissioned notary public in the Commonwealth of Pennsylvania who holds a current and unrestricted commission completes the Electronic Notary Public Application and submits it to the Department of State’s Bureau of Commissions, Elections and Legislation (BCEL). The electronic notary application is available from BCEL upon request or on the Department’s website at https://www.notaries.pa.gov (Link to ENotary Services/Application).

Step 2  The Department of State processes the electronic notary application. If approved to act as an electronic notary, the applicant will be notified by an email from the Department of State. The approval email will authorize the notary to participate in the Department’s Electronic Notarization Program until the end of the notary’s current four-year commission as a notary public. The notary has 45 days from the date of the approval email to complete the process for obtaining an electronic notary solution or the approval becomes null and void. Notaries with less than six months remaining in their current commissions will not be approved and should wait to apply until they receive a renewed commission.


Step 4  The approved electronic notary is notified via e-mail to log onto the Department of State’s website at https://www.notaries.pa.gov to select an approved electronic notary solution provider (link to ENotary Services/Select Vendors). The electronic notary may select more than one approved electronic notary solution provider from the Department’s List of Approved Electronic Notarization Solution Providers.

Step 5  The Department of State notifies the selected electronic notarization solution provider(s) that the Pennsylvania notary is authorized to receive an electronic notary solution and has selected their solution.

Step 6  The electronic notary and the selected electronic notary solution provider will work together directly to pay for and obtain an electronic notary solution.

Step 7  Once an electronic notary solution has been issued to the notary by the approved electronic notary solution provider, the solution provider will notify the Department of State through https://www.notaries.pa.gov (Partner Login) and the electronic notary’s record will be updated showing that particular electronic notary solution has been issued to that notary.

Step 8  The approved electronic notary may now use his/her electronic notary solution until the end of the notary’s current four-year commission or for a lesser period as necessitated by the particular electronic notary solution, whichever is shorter.

Step 9  Steps 1-8 are repeated at the beginning of each four-year commission.