

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. The electronic notary application form is available from BCEL upon request or on the Department's website at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).
- Step 2 The Department of State processes the electronic notary application and either approves or rejects the application in writing. If approved to act as an electronic notary, the applicant will be notified by mail with an Electronic Notary Approval Letter from the Department of State, sent to the business office of record of the notary public. The Department will also send an approval e-mail to the e-mail address provided by the approved electronic notary on the electronic notary application. The approval letter will authorize the notary to participate in the Department's Electronic Notarization Program for not longer than the end of the notary's current four-year commission as a notary public or for a lesser period of time, depending on the electronic notarization solution chosen by the notary. The notary has 45 days from the date of the Approval Letter to complete the process for obtaining an electronic notary solution or the approval becomes null and void.
- Step 3 The approved electronic notary appears in-person before a participating county Recorder of Deeds and presents the Electronic Notary Approval Letter and satisfactory evidence of identity to the Recorder. Satisfactory evidence of identity consists of a current state or federal government-issued photo identification document. The Recorder of Deeds enters the identification information for the notary into the shared Electronic Notarization Program database. The list of participating Recorders of Deeds may be found at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).
- Step 4 The approved electronic notary is notified via e-mail to log onto the Department of State's website to select an approved electronic notary solution provider. The approved electronic notary may select more than one approved electronic notary solution provider at this time. To log onto the Department's website, go to <http://www.dos.state.pa.us/notaries> (choose the link to Notary Searchable Database & eServices and then click on "Search ENotaries" under "Services for ENotaries"). NOTE: You must have a valid PAPowerPort login account to complete this step. If you do not have an account, you may register for one through the Notary Searchable Database & eServices webpage.
- Step 5 The Department of State provides information to the selected electronic notarization solution provider(s) that the Pennsylvania notary is authorized to receive an electronic notary 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. Contact information for the approved electronic notary solution providers may be found at <http://www.dos.state.pa.us/notaries> (Link to Electronic Notarization).

- Step 7 Once an electronic notary solution has been issued by the approved electronic notary solution provider to the notary, notification will be made to the Department of State and the electronic notary's record will be updated showing that an 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 as a notary public or for a lesser period of time as necessitated by the particular electronic notary solution, whichever is shorter.

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