Commonwealth of Pennsylvania – Department of State
Bureau of Commissions, Elections and Legislation
Division of Commissions, Legislation and Notaries
210 North Office Building
Harrisburg, PA 17120
Tel: (717) 787-5280
Web: dos.pa.gov/notaries

**NOTARY PUBLIC EDUCATION PROVIDER
APPLICATION/AMENDMENT**
(9/2/2016)

For Official Use Only

CHECK ONE: ☐ **New Course Approval** - $700
☐ **Course Revision / Course Reapproval** - $200

PRINT OR TYPE CLEARLY. FILL OUT APPLICATION COMPLETELY.
Use "none" or "N/A" if applicable.

Name of Company or Organization			
State of Incorporation/Organization	PA Business Registration Number		
Mailing Address of Company Headquarters	City	State	Zip Code
Name and Title of Principal Contact Person			
Mailing Address of Principal Contact Person	City	State	Zip Code
Principal Contact Person Phone Number	Principal Contact Person Email	Principal Contact Person Fax	
Name of notary education course			

Type of course (check one):
☐ Basic Education Course
☐ Continuing Education Course

How course offered (check at least one):
☐ Classroom instruction
☐ Correspondence course
☐ Online
☐ Other _____

Checklist for submission:
☐ Completed and signed application
☐ Lesson Plan (see 4 Pa. Code § 167.93)
☐ Fee (make check or money order payable to "Commonwealth of Pennsylvania")

I certify that the information provided in this application, including all statements and attached documentation, is true and correct to the best of my knowledge, information and belief. I understand that the falsification of any statement or document made is subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities) and may result in the denial of approval for this notary public education course or the termination of any certificate of approval issued for this course.

_____   _____
Signature of Principal/Duly Authorized Representative   Date

_____   _____
Printed Name of Principal/Duly Authorized Representative   Title of Principal/Duly Authorized Representative