

The Steps to Becoming an Electronic or Remote 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 Elections and Notaries (Bureau). The application is available only on the Department's website at <https://www.notaries.pa.gov> (Link to ENotary Services/Application). The same form is used for electronic notaries and remote notaries.
- Step 2 The Bureau processes the electronic/remote notary application. The approved applicant will be notified by an email from the Bureau, authorizing the notary to act as an electronic or remote notary until the end of the notary public's current four-year commission. At this time, all communications state "electronic notarization," regardless if remote notarization capabilities are sought.
- Step 3 The approved electronic notary logs onto the Department of State's website at <https://www.notaries.pa.gov> to select approved electronic/remote notary technology provider(s) (link to ENotary Services/Select Vendors). The electronic/remote notary may select more than one approved electronic/remote notary technology providers from the [List of Approved Electronic and Remote Notarization Technology Providers](#).
- Step 4 An automated notification is sent to the selected electronic/remote notarization technology provider(s) that the Pennsylvania notary is authorized to receive an electronic/remote notary technology and has selected their technology.
- Step 5 The notary and the selected electronic/remote notary technology provider work together directly to obtain and pay for an electronic/remote notary technology.
- Step 6 Once an electronic/remote notary technology has been issued to the notary by the approved technology vendor, the technology provider will notify the Department of State through <https://www.notaries.pa.gov> (Partner Login/Keystone Login) and the notary's record with the Department will be updated showing that particular electronic/remote notary technology has been issued to that notary. The notary will show as "e-notary capable" on the [Department's searchable public database](#) when the technology vendor notifies the Department that it has given the notary authorization to use its services. The term "e-notary capable" on the Department's database means that the notary has been authorized to use *either* an electronic notary solution *or* a remote notary solution *or both*.

The notary may now use the selected electronic/remote notary technology until the end of the notary's current four-year commission or for a lesser period as necessitated by the particular electronic/remote notary technology, whichever is shorter.

Steps 1-6 are repeated at the beginning of each four-year commission.