Commonwealth of Pennsylvania – Department of State
Office of Notaries, Commissions and Legislation
401 North St., Rm. 201 Harrisburg, PA 17120
Tel: (717) 787-5280
dos.pa.gov/notaries
ra-notaries@pa.gov

NOTARY PUBLIC
REQUIRED NOTICE TO DEPARTMENT
(4/1/2026)

A notary public must notify the Department of State within 30 days of any of the below circumstances pursuant to 4 Pa. Code § 167.125 (relating to Reporting requirements). Such notice may be on a form prescribed by the Department and accompanied by evidence of the circumstance (such as court docket, judgment note, disciplinary action, etc.).

This form may be completed and printed at
https://www.pa.gov/agencies/dos/programs/notaries/update-your-information

PRINT OR TYPE CLEARLY. FILL OUT FORM COMPLETELY. Do **not** leave any blanks.
Use "none" or "N/A" if applicable. There is no fee for filing this form.

Notary commission expiration date	Date of Birth (mm/dd/yyyy)
Notary commission ID number	Email address where you can be contacted about this form

For Official Use Only

PART I: Circumstance related to Notice to the Department:	**Check (√) all that apply**
Criminal conviction of or acceptance of Accelerated Rehabilitative Disposition in resolution of a felony or an offense involving fraud, dishonesty, or deceit	
Disciplinary action taken against the notary public's commission by the commissioning authority of another state or jurisdiction	
Finding against, or admission of liability by, the notary public in any criminal, civil, or administrative proceeding, based on the fraud, dishonesty or deceit of the notary public	
Finding by the Pennsylvania Bar Association or the courts of the Commonwealth or the bar or courts of any other state or jurisdiction finding that the notary public has engaged in the unauthorized practice of law	
Payment to a claimant under the notary's bond	

PART II: Documentation attached:	**Check (√) all included**
Personal Statement	
Court Docket / Conviction Documentation	
Judgment Order	
Disciplinary Action Documentation	
Other	

Date of circumstance leading to this notification (mm/dd/yyyy): _____/_____/_____

Brief statement regarding circumstance leading to this notification: _____

_____

_____

DECLARATION: I shall furnish additional evidence of these statements, if requested, which shall be satisfactory to the Department of State. To the best of my knowledge and belief, this filing contains no misrepresentations or falsifications, omission or concealments of material fact and the information given by me is true and complete. I understand that any false statement made is subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation, or denial of my notary commission.

Notary Signature **Notary Printed Name** (must match name on commission) **Date**