

## PA NOTARY PUBLIC WEBSITE INFORMATION PACKET

**Website Policies:** Your website will be the standard website as shown in the sample page at [sample.panotarypublic.com](http://sample.panotarypublic.com). The information contained within will be solely provided by you. You may place links to your other personal pages. You may change your information at ANY time. In the event there are changes or corrections to be made, please notify us by email, fax or regular, and we will update the site within 5 business days of receipt of information. If you would like a log included with your information, please email us your photo, graphics, logos or avatars. We will post only one.

**Information policies:** Please choose whether you want this listing under your business name or personal name. Choose carefully, it will match your email account. We suggest choosing three different versions of the existing name so we can check for availability.

Please provide ALL the information asked for in this package so we can setup your website. You are responsible for providing us proper information for publication, we do not provide content. We are not responsible for misinformation or wrong information provided by you. So please be concise in your information. Your picture or logo can be sent to us via email according to the instructions given.

After we receive your information packet we will set up the website within five business days. Before it becomes live we will send you the link to proof the site. It will not go live without your approval so review it carefully for errors. Make sure your contact information is correct and error free. We will try hard to catch errors; we want you to have the best website available. After your final approval is received it will go live in 24 hrs along with your email account.

**Email policies:** We provide two email packages, a free web based mail service, or a paid service.

The free email is only available in the name you are registered under. This is a web based service. You will log onto to our secure page and access it through password and user name.

If you purchased an email account it can be in the name of business or your personal name limited only by availability. This email is compatible with Outlook, Thunderbird, Opera, Outlook Express, AOL Windows Mail, or any other mail software you use. We will provide the settings information at the time of setup. You must access through an email program. We do have email forwarding available, if you would like to forward it to another account such as Google or Yahoo notify us at setup.

### **Restricted policies:**

We do not allow links to other notary websites, directories, associations etc. You may not advertise for anything or anyone on your website. This site is strictly for notaries services provided by you personally. We reserve the right to remove or not to post any such advertising or links you provide. We also reserve the right to delete any website we think promotes a company such as signing service, or association or notary listing service or unsuitable websites or information.

# PA Notary Public Website Information Checklist

## General Information NOT FOR POSTING

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Cell \_\_\_\_\_  
City State and Zip \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Information FOR POSTING

Personal

Make sure to note whether this listing is business name or personal.

Business

Name of Business/ Person \_\_\_\_\_

Address of Business/Home \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Email name requested \_\_\_\_\_@panotarypublic.com

Contact Name \_\_\_\_\_

Check here to permit publishing of contact name on a business website.  
\_\_\_\_\_

Commission Expiration date \_\_\_\_\_ Signing Agent? Yes / No DMV Yes/ No

Errors & Omissions amount \_\_\_\_\_ Certifying Entity \_\_\_\_\_

Expiration Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Additional Training \_\_\_\_\_

Years as a Notary Public \_\_\_\_\_ Signing Agent \_\_\_\_\_ DMV \_\_\_\_\_ Maintain a journal Yes / No

Best contact number \_\_\_\_\_ Home Cell Office Fax \_\_\_\_\_

Dual Tray printer Yes / No Laser Printer Yes / No 24 hour service Yes / No

Accept emergency work? (defined as same day or two hours notice) Yes / No

Require docs at least an hour before closing? Yes/ No

