PROPOSED RULEMAKING

DEPARTMENT OF STATE

[4 PA. CODE CHS. 161 AND 167]

Proposed Changes to the Notary Public Fee Schedule; Advance Notice of Proposed Rulemaking

The Department of State, Office of Notaries, Commissions & Legislation (Office) is soliciting information for the development of proposed amendments to § 161.1 (relating to schedule of fees) regarding the notary public fee schedule. The Office, through this Advance Notice of Proposed Rulemaking (ANPR), is soliciting information necessary to prepare the proposed rulemaking.

The information received in response to this ANPR will be used to evaluate potential changes to the notary public fee schedule.

A. *Background and Purpose*

Chapter 3 of 57 Pa.C.S. (relating to Revised Uniform Law on Notarial Acts) (RULONA) governs notary public practice and procedure in this Commonwealth. Under section 329.1(a) of RULONA (relating to fees of notaries public), the fees of notaries public shall be fixed by the Department of State by regulation.

The notary public fee schedule is currently prescribed in § 161.1. The current regulation sets the following fees:

NOTARY PUBLIC FEE SCHEDULE	
Executing affidavits (no matter how many signatures)	$5
Executing acknowledgments	$5
In executing acknowledgments each additional name	$2
Executing certificates (per certified copy)	$5
Administering oaths (per individual taking an oath)	$5
Taking depositions, per page	$3
Executing verifications	$5
Executing protests, per page	$3

This notary public fee schedule was last updated in May 2005, published at 35 Pa.B. 3143 (May 28, 2005). As part of the ongoing rulemaking implementing RULONA, a proposed rulemaking was published at 54 Pa.B. 8257 (December 21, 2024), and the Office received requests by both individuals and organized groups of notaries public in this Commonwealth to review the existing notary public fee schedule. In the ongoing rulemaking, in § 167.3 (relating to fees), the Office proposes to add a $5 fee for the new notarial act of witnessing or attesting a signature and to authorize electronic notaries public and remote notaries public to charge an additional fee of up to $20 per notarial act performed with respect to electronic records or using communication technology. However, the Office did not otherwise adjust the existing fees in the ongoing rulemaking or contemplate other fees. This ANPR serves to solicit information and comments from stakeholders regarding potential changes to the fees notaries public may charge.

B. *Specific Information Requested by the Office*

The Office is seeking comment from the regulated community indicating whether the Office should amend the fees set forth in the notary public fee schedule. Commentators should include recommendations for specific fees and amounts, as well as information in support of any recommendations.

C. *How to Provide Information*

Comments must be received by November 26, 2025. A subject heading must be included noting that the document is being submitted in response to the ANPR for Proposed Changes to the Notary Public Fee Schedule. A return name, address and email must be included in each letter or transmission.

Electronic documents may be submitted to ra-notaries@pa.gov. Tangible documents should be sent to the Department of State, Office of Notaries, Commissions & Legislation, 201 North Office Building, Harrisburg, PA 17120. Comments will not be accepted by facsimile or voice mail.

D. *Contact Persons*

For further information, contact Aaron Holland, Assistant Counsel, Department of State, Office of Chief Counsel, aaholland@pa.gov, (717) 783-0736.

This ANPR is available on the Department of State's website at https://www.pa.gov/agencies/dos.

AL SCHMIDT,
Secretary

Fiscal Note: 16-66.

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Notary Fees

October 3, 2025

Notary fees have not been changed since May 28, 2005.

The language changed in 2017 (RULONA – verification on oath or affirmation).

Economic impact, reasonableness, and need

Advance Notice of Proposed Rulemaking (ANPR)

- Want all interested parties to send comments
- Proposed Rulemaking published : Public comment period
- Will take approximately one (1) year or more to raise fees
- Agreement = faster; disagreement = slower

Interested Parties

- Notary associations; land title associations; AAA; PAA; MARIADA; bar associations; court reporters association; notaries; PennDOT agents; mailbox stores (Fedex, UPS); title insurance companies; general public; legislative committees; consumer protection agencies; advocacy groups

Comments need to be submitted by NOVEMBER 26 to the address listed in the Pennsylvania Bulletin.

Other related fees:

- Clerical fees
- Travel fees
- Professional services fees
- Witness fees
- RON platform fees ($175 - $300)
    - Enrollment
    - Subscription
    - One-time use
    - Archival fees for audio-visual recordings, journals
- Technology fees
- Identity proofing fees

09/23/2024 reviewed notary fees nationally

- No fee specified (10)
- $2.00 (2)
- $2.50 (1)
- $5.00 (17)
- $8.00 (1)
- $10.00 (15)
- $15.00 (4)
- $25.00 (1)

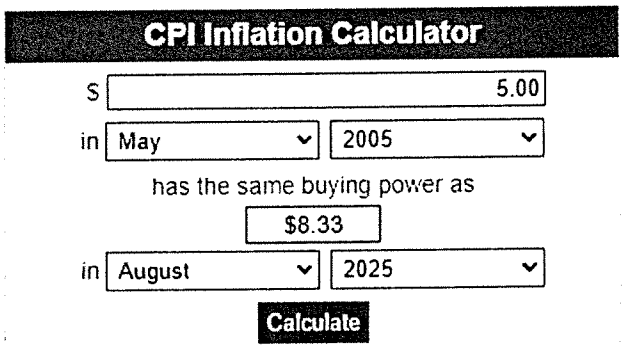
21 states are above what PA is charging now (31 if negotiated fee is >$5.00)

We do not care what notaries in surrounding states are being allowed to charge.

- NY - $2.00
- NJ - $2.50
- DE, OH - $5.00
- MD - $8.00
- WV - $10.00

Determining a fee increase

- What one can buy for $5 has gone down over the years.
- Inflation – not the guideline to use; not dependable



- How is the fee structure set up for multiple signatures, additional copies of documents, etc.?
- Notary bond fee is going up ($50?)
- How to do a study of actual costs and set a base number (like the doc fee) that will then increase with the CPI in subsequent years
- Not only "catch up" from the past 20 years but "anticipate" the next 20
- A fee increase for notaries does not cost the Department money.

OCT - 2 2025

2025 Notary Fees By State

States determine the fees Notaries may charge to perform notarial acts. Notaries may charge a fee up to the maximum fee allowed under their state or none at all.

Below is a table listing each state's fee schedule for acknowledgments, jurats, verbal oaths/affirmations and remote online notarizations.

Hire a Notary near you on FindaNotary.com.

Notary fees by notarial act

Fees below are per signature and act unless otherwise noted.

State	Acknowledgment	Jurat	Verbal Oath/Affirmation	RON
AL	$10	$10	$10	$10
AK	No set fee	No set fee	No set fee	No set fee
AZ	$10 per Notary signature	$10 per Notary signature	$10	$10
AR	No set fee	No set fee	No set fee	No set fee
CA	$15	$15	$15 per person	No available info
CO	$15	$15	$15	$25 per Notary signature
CT	$5	$5	$5	$5
DE	$5	$5	$5	$25
DC	$5	$5	$5	$25
FL	$10	$10	$10	$25
GA	$2	$2	$2	N/A

HI	$5 per signer	$5 per certificate	$5 per document	$25
ID	$5	$5	$5	No available info
IL	$5	$5	$5	$25
IN	$10	$10	$10	$25
IA	No set fee	No set fee	No set fee	No set fee
KS	No set fee	No set fee	No set fee	No set fee
KY	No set fee	No set fee	No set fee	No set fee
LA	No set fee	No set fee	No set fee	No available info
ME	No set fee	No set fee	No set fee	No set fee
MD	$8	$8	$8	$30
MA	No set fee	No set fee	No set fee	No set fee
MI	$10	$10	$10	$10
MN	$5	$5	$5	$5
MS	$5	$5 per person	$5 per person	No available info
MO	$5	$5	$5 per person	$5 + RON transaction fee
MT	$10	$10	$10	$10 + technology fee
NE	$5	$2	$2	$25
NV	$15 for first signature, $7.50 for each additional signature	$15	$7.50	$25 acknowledgment and jurat p signature, oath per act
NH	$10	$10	$10	$25
NJ	$2.50 / $15 / $25	$2.50 / $15 / $25	$2.50 / $15 / $25	No set fee
NM	$5	$5	$5 per person	$5 + $25 RON technology fee
NY	$2 per person	$2 per person	$2 per person	$25

NC	$10	$10	$10 per person	$25
ND	$5	$5	$5	$5 + technology fee
OH	$5	$5	$5	$30 + up to $10 technology fee
OK	$5	$5	$5	$25
OR	$10	$10	$10	$25
PA	$5 per act, $2 for each additional name	$5 no matter how many signatures	$5 per person	No available info
RI	$25	$25	$25	$25
SC	$5	$5	$5 per person	N/A
SD	No set fee	No set fee	No set fee	No set fee
TN	No set fee	No set fee	No set fee	$25
TX	$10 for first signature, $1 for each additional signature	$10	$10	$25 + regular Notary fee
UT	$10	$10	$10 per person	$25
VT	No set fee	No set fee	No set fee	No set fee
VA	$10	$10	$10	$25
WA	$15	$15	$15	$25
WV	$10	$10	$10	$10
WI	$5	$5	$5	$5 + technology fee
WY	$10	$0	$10	$10 + technology fee

States that allow Notaries to set fees

Notaries in the following states may charge a fee, but they're required to inform signers of any fees charged prior to the appointment: Alaska, Arizona, Arkansas, Kansas, Kentucky and Maine.

Notary fee disclosure

There are a handful of states that require Notaries to post or display their fee schedules.

- **States that require posting or advising of fees:** Michigan, North Carolina and Pennsylvania
- **States that require a schedule of fees displayed:** Georgia, Missouri, Montana and Nevada

Notary travel fees

Notaries may be able to charge a fee for commuting to signers, but it depends on their state.

- **States that set travel fees:** Connecticut, District of Columbia, Idaho, Nevada, New Hampshire, New Mexico and Virginia
- **States that use mileage-based rates:** Arizona, Indiana, Maryland, Montana, Nebraska, North Carolina, Utah and Wyoming
- **States with travel fee guidelines:** Arkansas, California, Georgia, Michigan, Minnesota, Mississippi, Missouri, North Dakota, Ohio, Oregon, Pennsylvania, South Carolina and Washington
- **States that allow Notaries to set their own travel fees:** Alabama, Alaska, Colorado, Delaware, Florida, Hawaii, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Jersey, New York, Oklahoma, South Dakota, Tennessee, Texas, Vermont, West Virginia and Wisconsin

Fixing Errors on Notary Documents

This not a conversation about fixing errors on motor vehicle and driver licensing documents. This is a "notary-centric" conversation.

Every notarization requires the appropriate notarial certificate for the act, including the date, the venue, the customer's statement, the customer's signature, your signature and the official stamp impression.

> RULONA and the proposed regulations don't address the issues of correcting a "clerical" or "scrivener's" error.

1. Errors in the document should be corrected by the preparer before notarization. You must pay attention to the notary wording.

2. Make sure all the required elements are present in the notarial certificate (the "notary wording") for the notary act you are performing.

3. A pre-printed certificate with a state and county OTHER THAN that in Pennsylvania = cross out the state and county and print in the PA information.

4. On out-of-state documents, you use what you get. Changing the **substance** of the notary wording may conflict with the purpose of the document.

5. If the customer does not know what notary act they want, you can **describe** the notary acts to the customer but you cannot **choose** the notary act for the customer.

6. Have the customer either **fill in** or **line through and initial** any blank spaces that could be filled in fraudulently after the notarization.

7. Never back-date the notary wording; it is always the current date.

8. Don't make a mistake worse. The correction should be clear, obvious and self-explanatory.

9. If you find an error after the notary act:
   -If you have control of the document, you can correct the notary wording.
   -If the customer has had the document out of your sight, start over.

Official stamp

- If the image is not clear, reapply the stamp in a clear space so it is readable. DO NOT try to stamp over the same image. Readability is more important than placement (even vertical is OK).

Customer signature

- Have the customer sign exactly as they are named in the document.
- Compare the customer's signature to the signature on any ID they present to you.
- If the customer signs in the wrong place, draw a single thin line through the signature and have them sign again in the correct place.

Notary signature

- If you sign in the wrong place, draw a single thin line through the signature and sign again in the correct place.
- Sign your name exactly as it appears on your commission.
- If your signature is illegible, print your name near your signature.

Notary journal

- Document any changes to the information in the Remarks column.
- One single line through changes; obscuring dark line when redacting. personal identifying information (PII) like SSN, DL number, account numbers.
- If necessary, one single line through an entire entry, corrected on the next line, note in the remarks column.

RULONA Section 308 states you have the authority to refuse to notarize for any reason that is not prohibited by other law.