



# Department of Records

CITY OF PHILADELPHIA

## Notary Commissions During COVID-19 Closure Updated September 2, 2020

The Records Department remains closed to the public for in-person notary commission services due to COVID-19. However, as described below we now have limited staff in our offices on a part time basis during regular business hours to process mail, e-mail and phone requests from the public.

Note that when we re-open for in-person services to the public, we will be going to an appointment-only system. We will provide guidance on the appointment system in the near future.

Please check our website ([www.phila.gov/records](http://www.phila.gov/records)) regularly for updates, as we will continue to modify our services in accordance with public health guidance.

For general questions, please contact us at [records.info@phila.gov](mailto:records.info@phila.gov) or (215) 686-2262.

**Notary Commissions:** Because we are currently unable to see in-person customers, we cannot swear-in notaries. Please see the PA Department of State's website for information on who else can swear in a notary, as well as other helpful information. [Notice: COVID-19 Notary Public FAQs](#). Once you are sworn-in, please follow these steps:

- Mail your original executed bond and oath of office, a copy of a valid photo ID, and a self-addressed stamped envelope together with a business check or money order for \$103.50 made payable to the "City of Philadelphia" to: City of Philadelphia Records Department, City Hall Room 111, Philadelphia, PA 19107. **YOU MUST SIGN IN TWO LOCATIONS: UNDER THE OATH AND ON THE OPPOSITE SIDE WHERE THE BOND IS ENDORSED.** We will process your commission in accordance with the Department of State's extension of the 45-day period.

- Upon our receipt of your validly executed original bond and oath of office and a copy of a valid photo ID, we will mail you back the following in your self-addressed stamped envelope: (1) your original unsigned commission; and (2) a signature form for the Prothonotary's Office.
- Sign both your original commission and the Prothonotary's Office signature form upon receipt, and return both to us in **one of the following two ways (There is no additional fee to process the Prothonotary's Office signature form)**:
  - Option One – Scan and Email Us a Digital Copy of Your Signed Commission and Prothonotary's Office Signature Form: Scan an image of your signed commission and Prothonotary's Office signature form, and email them to us at [records.info@phila.gov](mailto:records.info@phila.gov). Please ensure your scans are readable. Upon receipt of readable scanned images of your validly signed commission and Prothonotary's Office signature form, we will record your bond, oath of office and commission and process your recording fee. You keep your original signed commission for your records. We will deliver your signature form to the Prothonotary's Office and email you back a time-stamped copy of your signature form. We strongly recommend that you use Option One if possible as it will enable us to process your commission quicker.
  - Option Two – Mail Us Your Signed Original Commission and Prothonotary's Office Signature Form: Mail your original signed commission and Prothonotary's signature form to: City of Philadelphia Records Department, City Hall Room 111, Philadelphia, PA 19107. You must also include a self-addressed stamped envelope. Upon receipt of your original validly signed commission, we will record your bond, oath of office and commission and process your recording fee. We will deliver your signature form to the Prothonotary's Office and then mail your original signed commission and a time-stamped copy of your signature form back to you for your records in your self-addressed stamped envelope.
- We will then file a copy of your bond and oath of office with the Department of State.
- **NOTE: Please DO NOT scan/email your documents AND mail hard copies. This has caused our staff to have to double handle such commissions, resulting in slower processing times for all commissions.**