

Credentials

Below is a list of credentials that contracting companies may ask that you provide when completing applications.

	NNA Background Screening The NNA background screening includes identity verification, residence verification, federal criminal record database search, residence county criminal record search (through court records, not a database), state motor vehicle records search and an Office of Foreign Assets Control (known-terrorist list) check .
	Notary Commission
	TIPIC License
	Copy of State-Issued Driver's License
	Certified Notary Signing Agent - NNA NSA Certification To become a NNA Certified Notary Signing Agent, you must be a commissioned Notary Public and pass a Notary Signing Agent background screening and certification exam, also required by many lenders, signing services and title companies for signing assignments. Visit our FAQ section for additional information.
	PGCC Certificate of Course Completion HOW TO EARN A "CERTIFICATE OF COURSE COMPLETION" - CORE COURSE WORK Students who successfully complete the following three core courses will be eligible to receive a Certificate of Course Completion from Prince George's Community College. • GEN-307 Notary Public Procedures • GEN-339 Applied Notary Practices and Procedures • GEN-363 Advanced Notarial Procedures
	Other Certificates
	Resume
	Errors and Omissions Insurance NNA Notary Errors and Omissions (E&O) Insurance is liability coverage designed to protect your personal and professional assets in the event you make a mistake during the notarial process that causes your client to suffer financial loss.
	How Much Errors and Omissions Insurance? At least a minimum of \$25,000
	W-9 Use Form W-9 to provide your correct Taxpayer Identification Number (TIN) to the person who is required to file an information return with the IRS to report, for example: Income paid to you. Real estate transactions.