



## Register of Wills & Recorder of Deeds

County of Adams

117 Baltimore Street, Room 102

Gettysburg, PA 17325

Phone (717) 337-9826 Fax (717) 334-1758

Karen Heflin – Register & Recorder – [kheflin@adamscounty.us](mailto:kheflin@adamscounty.us)

Brenda L. Chenault – Chief Deputy – [bchenault@adamscounty.us](mailto:bchenault@adamscounty.us)

### Properly Disposing of Notarial Equipment

PAN continually receives questions from Notaries and from Recorder of Deeds about what to do with the Notarial Equipment (that is, Registers, Rubber Stamp Seals and Embossing Seals) when a Notary leaves office.

#### **Here are the rules:**

**Register** – A Notary (or, if deceased, his/her legal representative) has 30 days to deliver the Notary's active and all inactive Registers to the Recorder of Deeds. Due to storage and other problems, not all Recorders retain the records for the expected seven years. The Notary should keep photocopies for life, in case a claim is made in the future.

**Rubber Stamp Seal** – A Notary has ten days to deliver her/his Rubber Stamp Seal to:

Notary Public Administrator

Bureau of Commissions, Elections & Legislation

210 North Office Building

Harrisburg, PA 17120

If the Notary is deceased, her/his legal representative has 90 days to deliver the Seal.

**Embossing Seal** – A Notary (or, if deceased, her/his legal representative) should destroy the Notary's Embossing Seal so that it cannot be used. Removing or damaging the face of the Seal so that it no longer makes a readable impression is sufficient.