



University of California Business and Finance Bulletin

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Appointment of University Notaries Public
<http://www.ucop.edu/ucophome/policies/bfb/g24.pdf>

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Business and Finance Bulletins Home Page: <http://www.ucop.edu/ucophome/policies/bfb/>

I. REFERENCES

California Government Code §8200ff

[Notary Public Handbook](#), California Secretary of State

Attachment A: National Notary Association Single Fee Program Application

Attachment B: National Notary Association Supplies/Exam Re-take Form

Attachment C: Employment Certification for Notary Public Appointment

II. PURPOSE

The University has business-related reasons to provide on-site notary public services. This Bulletin provides guidance on obtaining a notary public commission for an employee.

III. PROCEDURES

A. Application Process

Each campus shall designate a local office and appoint an individual responsible for coordinating notary public assignments on behalf of the University. This individual shall be responsible for approving written requests to support a University employee's application for appointment as a Notary Public. Applicant qualifications are listed in [Government Code §8200](#).

1. Effective January 1, 2005, each Notary Public applicant was required by law to show evidence of satisfactory completion of a six-hour course of study (as approved by the Secretary of State), and successful passage of the required examination.
2. A location may independently process an employee's notary application or renewal, or may use the purchasing process to obtain assistance from an outside vendor. The National Notary Association (NNA) provides a single-

fee program to the University which covers costs of the course and course materials, the required exam, the State Application Fee, a notary bond, errors and omissions insurance, and a one year membership in the NNA (see *Attachments A and B*).

3. The applicant/employee must submit the completed [California Notary Public Application](#) and the required [examination fee](#) (payable to the California Secretary of State), and a 2" x 2" photo on the date he or she takes the examination (unless the location uses the NNA process). Examination results are made available within 10 days following the test. Applications of persons who pass the test are electronically forwarded to the Secretary of State for processing.
4. Applicants who successfully pass the exam should then submit fingerprints as part of the background check process. Instructions on complying with this requirement are available at the Secretary of State's [website](#).
5. The Secretary of State will process the application form, including the background check, and send a [Commission Packet](#) to approved individuals.
6. Notaries public must be bonded. The University recommends that each location purchase \$25,000 errors and omissions insurance coverage for the term of each notary commission.
7. Upon confirmation of bonding, the applicant should request a letter certifying University employment to exempt the University of California from payment of filing fees or recording fees (*Attachment C*). Within 30 days of the commission effective date, the applicant must present the bond document, the Commission letter, and the letter certifying University employment to the Office of the County Clerk in which the University office is located, and must there execute the oath of office.¹ The County Clerk will then file the bond with the County Recorder. Failure to file within the 30 day period will void the Commission and necessitate a new application. Information on filing is available online from the Secretary of State's office.

B. Renewal of a University Notary Appointment

The term of office of a notary public is four years commencing with the date specified on the Commission. To be reappointed for any term ending on or after January 1, 2005, the applicant is required to provide evidence that he or she has again taken and successfully passed the notary examination.

C. Change in Home or Business Address of a University Notary

Once commissioned, a notary may perform notary services anywhere in the State. A notary must notify the Secretary of State in writing, by certified mail, within 30 days of any change of business or residence address. The notary may but is not required to file a new oath of office and bond when the business or residence address is in a new county ([Government Code §8213](#)). There is no fee for processing address change notifications. The change of address may be submitted

¹ For the oath, see [Section 3 of Article XX of the Constitution of California](#).

in letter form or on the address change form available from the California Secretary of State's office.

D. Termination of Employment of a University Notary

A notary commission is the property of the notary public even if the University funds the associated fees. Termination of employment with the University does not terminate a notary commission.

IV. NOTARY PUBLIC DUTIES

- A. A University notary public may not charge fees for filing or issuance of documents in connection with State or University business. In accordance with Gov. Code §6107, no fee may be charged to a U.S. military veteran for notarization of an application or a claim for a pension, allotment, allowance, compensation, insurance, or any other veterans' benefit.
- B. [Government Code §8211](#) provides that any fees charged by a notary must fall within the maximum allowed by law.
- C. A University notary public may not retain fees for executing documents unrelated to State or University business. Any fees collected must be turned over to the campus/location cashier for deposit to the appropriate University account (Government Code §8202.5). Notary services unrelated to business purposes must not interfere with the employee's University duties.
- D. A notary public who is an employee shall permit inspection and copying of his or her journal transactions by a duly designated auditor or agent of the employer, provided that the inspection and copying is done in the presence of the notary public and the transactions are directly associated with the business purposes of the employer. The notary public, upon the request of the employer, shall regularly provide copies of all transactions that are directly associated with the business purposes of the employer, but shall not be required to provide copies of any transaction that is unrelated to the employer's business. Confidentiality and safekeeping of any copies of the journal provided to the employer shall be the responsibility of that employer. The notary public shall provide the journal for examination and copying in the presence of the notary public upon receipt of a subpoena duces tecum or a court order, and shall certify those copies if requested (§8206).
- E. The cost of required notary equipment will be funded by the department for which the Notary Commission was executed. The Notary Public seal must be purchased from the list of authorized manufacturers provided in the commission packet.
- F. The notary's supervisor shall notify the individual specified under Section III-A upon the resignation or termination of service of any employee whose Commission was obtained under the auspices of the University of California.
- G. A Notary Public commission is not transferable.

V. RESPONSIBILITIES

Each Chancellor (or designee) will establish local guidelines as to the scope of services of campus notaries in support of the mission of the University.

Chancellors, Vice Presidents, and Laboratory Directors will designate a local office to handle Notary Public Commission requests.



NATIONAL NOTARY ASSOCIATION

Attachment A

CORPORATE NOTARY ASSISTANCE PROGRAM (CNAP)

University of California, _____

Use this form to apply for or renew a Notary Commission. Print legibly to ensure correct information on the official Notary application.

Applicant Name: _____ Purchase Order Number (Required): _____

Department: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Business County: _____

Telephone: _____ Fax: _____ E-mail Address: _____

Application Package:

- NNA Training Materials and Exam Reservation (Includes 1-Yr NNA Membership) • State Processing Fee
- Notary Bond (\$15,000/4-year) • Individual Errors & Omissions Insurance (\$25,000/4-year)

***Subtotal: \$ 311.00**

Notary Supplies for New & Renewing Notaries: Items (A) and (B) are required for California notaries.

A) Official Notary Seal Elite Notary Seal \$24.95 — or — Crystal Clear \$18.95
 B) Journal of Notarial Acts (softcover) \$ 9.95

***Subtotal: \$ _____**

The items listed below are **Optional Supplies**.

- All-Purpose Acknowledgement Certificate (\$7.95) (most commonly executed Certificate)
- Jurat with Affiant Statement Certificate (\$7.95) (2nd most commonly executed Certificate)
- Professional Thumbprinter (\$10.95) (For certain Notarizations)
- Notary Embosser (handheld – black/chrome) (\$26.95) (Used as a fraud deterrent, effective with loose certificates)
- Notary Law Primer (\$12.95) (Explains Notary laws, procedures, and Certificate wording)
- "Sorry, No Can Do!" Collection for \$29.95 (Explain why to refuse certain notarization requests.) Four booklet set includes: *Sorry No Can Do* Set I and II, *Sorry Boss No Can Do*, and *Sorry Borrower, No can Do.*
- Notary Carry-All w/ ID Tag Lock \$29.95 (Notary seal is required to be stored in a secure locked area.)
- ID Checking Guide \$19.95 (U.S. & Canada) ID Checking Guide \$34.95 (International)

***Subtotal: \$ _____**

Shipping & Handling Rates:			
\$0.00 – \$15.00:	\$5.75	\$120.01 – \$150.00:	\$13.95
\$15.01 – \$40.00:	\$7.25	\$150.01 – \$250.00:	\$16.95
\$40.01 – \$65.00:	\$7.95	\$250.01 – \$350.00:	\$21.95
\$65.01 – \$95.00:	\$10.95	\$350.01 – \$550.00:	\$33.95
\$95.01 – \$120.00:	\$11.95	\$550.01 – \$1000.00:	\$60.95

*ORDER SUBTOTAL (all selections above): \$ _____
 Shipping/Handling Rate: \$ _____
 Sales Tax: \$ _____
TOTAL DUE (Purchase Order Amount): \$ _____

Shipping/Handling (S/H) on Supplies Only.

Tax: Calculate final *Sales Tax* amount based on selections above.

Applicant Signature

Approved by (print)

Approved by (Signature) Date



NATIONAL NOTARY ASSOCIATION

CORPORATE NOTARY ASSISTANCE PROGRAM

UNIVERSITY OF CALIFORNIA

Use this form (1) to request an appointment to re-take the notary exam, (2) to re-file because of missed deadlines, or (3) to order supplies

Attach this form to purchase order and fax to: (818) 332-4175

Name of applicant: _____ Purchase Order # _____
Business Address _____ (Building) _____ (Street)

County _____ State _____ Zip _____
Telephone _____ Fax # _____ E-mail _____

CNAP Acct # _____

Notary Exam

- Retake Examination (failed state test) \$20
- Reapply for Notary Commission (missed bond filing date) \$20

Reference Guides and Supplies

Item #	Description	Member	Non-Member
5119	101 Useful Notary Tips	\$ 8.95	\$14.00
5142	12 Steps to a Flawless Notarization	\$ 8.95	\$14.00
5372	Sorry, No Can Do Book 1	\$12.95	\$18.00
5385	Sorry, No Can Do Book 2	\$12.95	\$18.00
5139	US Notary Reference Manual	\$49.95	\$79.00
5402	Elite Notary Seal (Stamp)	\$24.95	\$32.00
5404C	Crystal Clear Notary Seal (Stamp)	\$18.95	\$25.00
5350	Journal of Notarial Acts (softcover)	\$ 9.95	\$14.00
5839	Notary Carry-All Kit w/Lock	\$28.95	\$36.00
5120	California Notary Law Primer	\$12.95	\$18.00
5504	I.D. Checking Guide (U.S & Canada)	\$19.95	(NNA Member Only)
5504	International I.D. Checking Guide	\$31.95	

NNA Membership (provides 24-hour online support, access to the Notary Hotline, 20 - 40% supply discounts and more)

1-Year: \$45
 2-Years: \$79 (\$11 savings)
 3-Years: \$113 (\$22 savings)
 4-Years: \$147 (\$33 savings)

More supplies are listed online at: www.nationalnotary.org

Item #	Qty	Description	Price	*Total

Shipping & Handling Rates:			
\$0.00 - \$15.00:	\$5.75	\$120.01 - \$150.00:	\$13.95
\$15.01 - \$40.00:	\$7.25	\$150.01 - \$250.00:	\$16.95
\$40.01 - \$65.00:	\$7.95	\$250.01 - \$350.00:	\$21.95
\$65.01 - \$95.00:	\$10.95	\$350.01 - \$550.00:	\$33.95
\$95.01 - \$120.00:	\$11.95	\$550.01 - \$1000.00:	\$60.95

*ORDER SUBTOTAL (from selections above): \$ _____
 Shipping/Handling Total: \$ _____
 Sales Tax: \$ _____
TOTAL DUE (Purchase Order Amount): \$ _____

Include Shipping/Handling Total and local Sales Tax in the **Total Due**. (See Shipping & Handling Rate chart to the left). There is no tax on the State Fee Checks or NNA membership.

Name of Department/Location

Department Head Name (printed)

Applicant Signature

Date

Department Head Signature

Date

SAMPLE LETTER OF EMPLOYMENT CERTIFICATION
(File with the oath and bond for waiver of fees under GC§8202.5)

Print on University letterhead

EMPLOYMENT CERTIFICATION FOR NOTARY PUBLIC APPOINTMENT

This certifies that _____, appointed as Notary Public for the State of California with a Commission dated _____, is an employee of the University of California, a government entity, and that the appointment is for the purposes of said government entity.

It is understood that when this Certificate is filed by the above-named appointee with any State or County Officer, no fees will be charged by that office for filing or issuing any document in connection with this appointment.

(Name and Title of University Official)

Date