



# UC San Diego

## Policy & Procedure Manual

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### GENERAL COUNSEL

#### Section: 470-5 SUPPLEMENT I

Effective: 02/27/2007

Supersedes: Not Applicable

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### SUPPLEMENT I

#### GUIDELINES FOR BECOMING A NOTARY PUBLIC

##### A. Applying for an Employee's Initial Appointment as a Notary Public

The Chancellor, Vice Chancellor, Assistant Vice Chancellor, or Department Head may approve in writing a request that the Notary Program Coordinator assist in the process of application by a University employee for a California Notary Public commission. Upon receipt of a letter requesting that an employee become a University Notary Public, the UC San Diego Notary Program Coordinator sends the applicant a notary packet containing all the necessary instructions and procedures to properly obtain a notary commission.

Applicant qualifications are listed in [Government Code 8200](#).

1. As of January 1, 2005, all Notary Public applicants were required by law to show evidence that they satisfactorily completed a six-hour course of study (as approved by the Secretary of State) and successfully passed the required examination. The required six-hour course is offered through The National Notary Association (NNA) at 800-876-6827. The NNA holds one-day seminars in the San Diego area regularly. The test is given at the end of each seminar.
2. Before your examination date (preferably 1 to 2 weeks prior), contact the UCSD Notary Public Coordinator located in Administrative Records so that he/she can have a check prepared for the exam amount. On the examination date, the applicant must provide a completed [California Notary Public Application](#), and the required [examination fee](#), payable to the California Secretary of State. In the *Business Address* section of the form, the applicant should enter the name of the University office or department requesting the appointment, in addition to all other pertinent information. 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.
3. Applicants who successfully pass the exam should then submit fingerprints as part of the background check process. First, inform the UCSD Notary Public Coordinator that you are ready for fingerprinting, and the UC San Diego Notary Public Coordinator will provide you with the proper completed form. You may then make an appointment with the UC San Diego Police Department for fingerprinting. You may also view fingerprinting requirements [online](#) but contact the UC San Diego Notary Public Coordinator to arrange for payment of the fingerprinting fees if you utilize an outside agency.
4. The Secretary of State will process the application form, including the background check, and send a [Commission Packet](#) to approved individuals.
5. Within 30 days of the effective date stated on the Commission documents, the individual must file an oath and bond statement with the Clerk of the county in which the appointee's workplace is located. Information on filing is available [online](#) from the Secretary of State's office. (For the oath, see page 6 of the Notary Public Handbook).



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6. UC San Diego employees designated as University notary publics are bonded by the bonding agency contracted by the University. To obtain evidence of bonding, the UC San Diego Notary Public Coordinator will send a letter on behalf of the employee (see Attachment B) along with a copy of the commission to the designated bonding representative for the UC San Diego campus.
7. Upon receipt of the bond document from the bonding company, the UC San Diego Notary Program Coordinator will provide the applicant a letter certifying University employment, to satisfy Section 8202.5 of the Government Code, which exempts the University of California from payment of filing fees or recording fees (see Attachment C).
8. Within 30 days of the effective date stated on the Commission, 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. The applicant must execute the oath of office in the office of the County Clerk. The County Clerk will then file the bond with the County Recorder. Failure to file within this period will void the Commission and necessitate a new application.

#### **B. Resignation of University Notary, Renewal of Notary Public Appointment, Changes of Address, Revocation of Appointment**

1. Generally, a notary commission is the property of the notary public, regardless of who paid the fees. However, a notary commissioned on behalf of the state (including the University of California) must resign his or her notary commission when they terminate employment. It is the notary's responsibility to notify the Secretary of State in writing of the resignation and to deliver, within 30 days of that resignation all notary journals, records, and papers to the county clerk's office where their current oath of office and bond are on file, and to destroy the notary seal. It is also the notary's responsibility to notify the Notary Program Coordinator, located in the Administrative Records Department, within 30 days of resignation.
2. Section 8204 of the Government Code specifies that the term of office of a notary public is for four years commencing with the date specified in the commission. For any reappointment after January 1, 2005, the applicant is required to successfully pass the examination described in Sections III.A.1 and 2 above.
3. The law requires that a notary public notify the Secretary of State in writing, by certified mail, within 30 days of any change of business or residence address. You are also required within those 30 days to notify the UC San Diego Notary Public Coordinator, Administrative Records, of any change of address, whether it is a new department or a new mail code. The notification can be a copy of the document that is sent to the Secretary of State and it can be mailed without being certified directly through campus mail. Once commissioned, a notary may perform notary services anywhere in California. Statutes require that the original oath and bond be filed in the county where the notary maintains his or her principal place of business as shown in the application filed with the Secretary of State, but are permissive as to whether or not a change in county of residence must be recorded after the original oath and bond filing. Please refer to [Government Code Section 8213](#). There is no fee for processing address change notifications. An address change



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notification should contain:

- \* the name of the notary exactly as it appears on the commission certificate;
- \* the commission number and expiration date of the commission;
- \* whether the address change is for the business, residence, and/or for mailing purposes; and
- \* the new business, residence, and/or mailing address.

The notification must be signed and dated by the notary. The change of address may be submitted in letter form or, for convenience, an address change form will be provided upon request.

4. The Secretary of State may refuse to appoint any person as notary public or may revoke or suspend the commission of a notary public for specific reasons. You may view these specific reasons in Supplement II of the notary policy.