

	<p align="center">Department of Human Services CHILDREN, ADULTS & FAMILIES</p> <p align="center">ADMINISTRATIVE SUPPORT MANUAL III</p> <p>ISSUED BY: Management Operations EFFECTIVE DATE: January 2, 1996</p>	<p>NUMBER: III-A.4</p> <p>SECTION: A. General Administration</p> <p>SUBSECTION:</p>
<p>SUBJECT: 4. Notary Public Commissions - Child Welfare Policy</p>		

Responsible Manager:

Approval: _____

Assistant Administrator,
Management Operations

Interpretation: Accounting Manager

PURPOSE

(1) The purpose of this procedure is to explain when and how employees may be commissioned as Notaries Public. Notaries Public are individuals who have been designated as official witnesses for the purpose of confirming signatures on official documents.

PROCEDURE

(1) Selected employees are commissioned Notaries Public because certain documents (e.g., parental termination forms, voluntary placement forms, etc.) need to be notarized. Staff designated to be Notaries Public should be employees who are readily available to provide this service in or out of the office, such as support staff, and in some cases service workers and caseworkers, as needed.

(2) The need by SOSCF offices to have certain documents signed and notarized is sometimes urgent and the services of a Notaries Public must be readily available. The cost of obtaining commissions is significant in terms of administrative time and money; therefore, the number of Notaries Public per office should be the number **absolutely necessary** to meet the needs of the office. All requests for Notaries Public Commissions must be approved by the regional manager.

(3) When it is time to renew an employee's Notaries Public Commission, review the number of Notaries Public in the office and the employee's current position to insure that the need for this person to continue to be a Notaries Public is still warranted. Renewals are required after four years.

(4) When an employee who is a Notaries Public terminates his/her position with SOSCF before expiration of the commission, no action is necessary with the Secretary of State's Office since no refund will be given to SOSCF.

(5) The Secretary of State's Office has stated that it is not necessary to change

the commission if a Notaries Public changes their name; however, they must continue to sign papers using their old name, as shown on the stamp or seal. When their commission expires they can reapply using their new name and obtain a new seal. If the person wanted to use their new name, even though there was time remaining before their commission expired, they would have to go through the entire procedure and have a new commission period. In this case, SOSCF would lose the remaining time on their old bond.

(6) All Notaries Public applications are to be processed through the support staff, Accounting Services Section in Central Office, who maintains the Notaries Public register. The date is entered after each step in the procedure has been completed. This register provides an easy check as to the status of each Notaries Public application.

(7) All notarial applications require final authorization from the Secretary of State's Office. The applicant is authorized to notarize as soon as the commission is received from the Secretary of State who sends it directly to their home address.