



ADMINISTRATIVE POLICIES


Office of the City Manager

Policy Number CM-02
Issue 2
Effective Date 3/25/2021
Responsible Department City Manager

TITLE: Notary Public Services

- New
 Supersedes AP Number 08-02, Issue 1, effective 4/1/2008

APPROVAL



City Manager Signature

3/24/2021

Date Approved

1. **PURPOSE.** The purpose of this policy is to outline Notary Public services, purpose, fees, and hours with respect to those employees whose commissions are obtained or renewed through their employment with the City.
2. **DEFINITIONS**
 - 2.1. **Notary Public.** A public official appointed by the Secretary of State to help deter fraud who witnesses the signing of important documents and verify the identity of the signer(s), their willingness to sign the documents, and their awareness of the contents of the document or transaction.
3. **POLICY.** The City requires the services of a Notary Public frequently and determined it beneficial to have a Notary Public on staff.
 - 3.1. **Designated Employees.** City employees designated below may provide notary public services for City of Tulare and the general public (including City employees seeking notary services for personal business on their own time).
 - 3.1.1. The Chief Deputy City Clerk, Deputy City Clerk, and any other City employee, upon obtaining the required certification to become a California Notary Public and who have obtained their commission.
 - 3.2. **Collecting Fees for Service.** There is no fee for notary services provided to the City of Tulare for City related business. Notary services that are provided to the public require payment of the maximum notary fees allowable as set forth in the respective California Government Code sections.
 - 3.3. **Hours of Service.** Notary services are provided during business hours.

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- 3.4. Fees Associated with Obtaining Commission. The City may pay all fees related to the acquisition and renewal of a Notary Public Commission for the designated employee(s).
 - 3.5. Maintaining Commission. Designated employees will be responsible for completing ongoing Notary Public Commission certification requirements.
 - 3.6. Documentation. All notarial documentation as required by California Government Code shall be maintained with each designated Notary Public in their performance of that function.