Topic
Business Administration [1]

Policy Number
200-16

Reviewed Date
October 9, 2017

Responsible Office
- Office of the Senior Vice Chancellor, Finance and Administration [2]

Purpose

This policy explains how employees may obtain notary public appointments and outlines the policies that appointees must observe in the execution of these duties.

Definitions

Notary Public Bonds

The state of California requires that notaries public be bonded in order to provide protection to the public.

Notary Public/Notary

A person appointed by the California Secretary of State to serve the public as a disinterested witness, to take acknowledgments, administer oaths and affirmations, and to perform such acts as are allowed or required by law.

Policy

A. Notary public services may be provided by University employees for either official University business or the public. The fees for notary service are listed in the California Government Code.

B. When a notary public is essential to the proper functioning of a department, the department chair or business officer must submit a request to the UCSF Chief of Police, designating the applicant and stating the reasons for the request.

C. California Government Code 8200 - Every appointed notary public shall:

1. be a legal resident of the state of California, unless the person is appointed to act for a military reservation, at the time of appointment;
2. be at least 18 years of age;
3. complete a course of study approved by the Secretary of State;
4. satisfactorily complete and pass a written examination prescribed by the Secretary of State;
5. clear a background check.

D. A notary public shall charge fees for notarizing documents in connection with University business or the general public as prescribed by Sections 8202.5, 8202.7, and 8211 of the California Government Code.

E. A notary public may execute documents for the public on a fee basis, as prescribed in Section 8211 of the California Government Code, provided that such a fee is not retained by the notary. Fees collected by the notary public shall be deposited and credited to the fund from which the compensation of the notary public is paid.

Responsibilities

Contact Responsible Office (see above) with any questions.

References

- California Government Code [3]
- Notaries Public (Section 8200) [4]

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