

	State of Alaska Department of Corrections Policies and Procedures	Index #: 101.09	Page 1 of 3	
		Effective: 6/25/2012	Reviewed:	
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	Chapter:	Administration, Organization and Management		
Subject:	Notary Public			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual composed of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

III. Purpose

To establish uniform procedures within the Department for employees to apply for a Notary Public commission, and to function as a Notary Public in the discharge of official duties.

IV. Application

All staff.

V. Definitions

As used in this policy, the following definitions shall apply:

A. Certifying Officer for Notary Bond Form

For the purpose of this form, the Commissioner of the Department of Corrections is the certifying officer. The Commissioner may delegate this function.

B. Notary Bond Form

Two state forms to be filled out by the employee and employee's supervisor requesting a commission as a Notary Public. Copies are attached to this policy.

C. Notary Public

A certifying official who attests and authenticates the signature of an individual on a particular document; takes affidavits and depositions and administers oaths and affirmations in all matters incident to the duties of the office, or to be used before a court, judge, officer or board in the state.

D. Notary Public Certificate

Official document signed by the Lieutenant Governor of the State of Alaska commissioning a Notary Public.

E. Notary Stamp

The official tool that affixes the seal of the Notary Public.

VI. Policy

The Department will endeavor to have a commissioned Notary Public in each institution, administrative and central office, and community corrections field office to facilitate the conduct of the official business of the Department and the State.

VII. Procedures

A. Application

1. Complete the 1-page Employer Approved for Alaska Limited Governmental Notary Commission and the 2-page Alaska Notary Commission Application and send them to the Commissioner's Office in Anchorage, Alaska.
2. The Commissioner's Executive Secretary will approve the Notary Bond Application, then send the signed Notary Bond Application to the Office of Lieutenant Governor;
3. The employee commissioned as a notary public should request through their Department Supply Officer a Notary Stamp to be used to imprint "Notary Public, State of Alaska" and the notary's name on documents notarized.
Note: The Notary Stamp may precede receipt of the official Notary Public Certificate. However, employees shall not act as a Notary Public until proof of certification has been received.
4. Notary Public Certificates will be distributed by the Lieutenant Governor's Office.
5. The Commissioner's Executive Secretary will maintain a log of Notary Certificates as they are issued.

B. Renewal

1. Complete the 1-page Employer Approval for Alaska Limited Governmental Notary Commission and the 2-page Alaska Notary Commission Application and send them to the Commissioner' Office in Douglas, AK.
2. The Commissioner's Executive Secretary will approve the Notary Bond Application. The Commissioner's Executive Secretary will send the Notary Bond Application to the Office of the Lieutenant Governor.
3. Notary Public certification will be distributed by the Lieutenant Governor's Office.
4. If an employee's commission has expired, the employee may not act as a Notary Public until proof of re-certification has been received.

C. Termination

1. If a Notary Public resigns, is disqualified, dies, is removed from office, or moves from the state, the employee's immediate supervisor shall return the Notary stamp to the Commissioner's Office or render it unusable for use and notify the Commissioner's Office of this.
2. If a Notary Public transfers to another agency, the employee or the employee's immediate supervisor shall notify the Commissioner's Office, which shall in turn notify the Office of the Lieutenant Governor's.

VIII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.



6/25/2012

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Attachments:

Alaska Notary Commission Application

Employer Approval for Alaska Limited Governmental Notary Commission