

SB

302

## Lieutenant Governor Loren Leman

### MEMO

TO: Brian Hove, Committee Aide  
Senate Judiciary Committee

FROM: Annette Kreitzer, Chief of Staff to  
Lieutenant Governor Loren Leman

DATE: March 12, 2004

RE: Proposed CS for SB 302: Oaths, affirmations and notaries

When Scott Clark and I met with you yesterday, we advised you that there are changes to the companion legislation to SB 302 (HB 439). After hearing the differences, you suggested that I send you a memo that you could forward to Legislative Legal Services to draft as a Judiciary Committee Substitute for your hearing March 19.

The changes here are a result of conversations with Representative Max Gruenberg following the House State Affairs Committee hearing. We reviewed his previous legislation and former Representative Gene Therriault's (1993). We do not concur with the necessity of mandating journals for notaries, nor with increasing the bond amount. We have come to concurrence on the issue of felons being able to regain the ability to be commissioned a notary 10 years after completing their prison sentence/parole.

Working from the House Work Draft (D) (Bannister 3/6/04) version, please draft a new Senate Judiciary Committee substitute for the March 19 hearing with the following instructions to the drafter:

- 1) With respect to Ms. Bannister's March 6, 2004 memo (attached) which accompanied the House "D" version, please make the following changes:
  - a. Page 3, add a new Section 4: This section applies to not only notaries, but to judges, military officers and others allowed to take oaths, affirmations and acknowledgments. This section is fine with the addition of 44.50.075 (D) from Page 14, Lines 26-29, which will add in the limited liability companies to 09.63.090. Conversely, on Page 14, Lines 9-10 – this section can be shortened considerably and reference AS 09.63.070-090 or whatever the appropriate reference should be. It would read something like: "When a

notary public takes an acknowledgment in accordance with AS 09.63.070 – AS 09.63.090, the individual signing the document shall [AT A SINGLE TIME AND PLACE]

- (1) Appear in person before the notary public and present a document;  
and
  - (2) Be personally known to the notary public or identified as required by AS 44.50.061(5)(C) [AND]
  - (3) DELETE the rest of the section (Page 14, Lines 14-31 and Page 15, Lines 1-5)
- 2) We began with a lifetime ban for felons (Page 5, Lines 9-10); however we are willing to compromise on the following language: “may not have been convicted of a felony in this state or another jurisdiction within 10 years of appointment”. We are uncertain of the language necessary to achieve the meaning, which is that a person convicted of a felony may not be appointed as a notary until he/she has completed the sentence/parole. Previous attempts at this language left the ability for the inmate to apply while incarcerated.
- 3) We have no problem adding sections from previous legislation dealing with Disqualifications. We believe the current CS incorporates the spirit of the sections in previous bills which dealt with Impartiality and False Certificates. Please add the following section:
- a) DISQUALIFICATIONS. A notary is disqualified from performing a notarial act if the notary
    - (1) is a signer of or named in the document that is to be notarized; or
    - (2) will receive directly from a transaction connected with the notarial act a commission, fee, advantage, right, title, interest, cash, property, or other consideration exceeding in value the normal fee charged by the notary for the notarial act.
- 4) The following amendment proposed in the House, has already been adopted into the Senate State Affairs version of the bill. If you’ll recall it includes two things:
- a) clarifies that the fee on Page 11, Line 14 is NOT in addition to the fee on Page 4, Lines 13-18 (Section 6). This change would read: Page 11, Line 14: DELETE “a \$5 name change fee”; Insert “the fee under AS 44.19.024”
  - b) We were fact checking and found out from the U.S. Postal Service that postmasters are NOT allowed to charge fees for notarial services. Alaska law is inconsistent with federal law. For this reason, the second change is to add current AS 44.50.180(c) to the list of repealers on Page 15, Line 14.
- 5) Make all other Legislative Affairs style changes to conform the Senate version to the current House State Affairs draft.

Thank you for working with us on the legislation. The 12,000 notaries will appreciate these revised statutes and it will make it easier for the Lt. Governor’s office to continue to work proactively with notaries and their employers.

# LEGAL SERVICES

DIVISION OF LEGAL AND RESEARCH SERVICES  
LEGISLATIVE AFFAIRS AGENCY  
STATE OF ALASKA

(907) 465-3867 or 465-2450  
FAX (907) 465-2029  
Mall Stop 3101

State Capitol  
Juneau, Alaska 99801-1182  
Deliveries to: 129 6th St., Rm. 329

## MEMORANDUM

March 6, 2004

**SUBJECT:** CSHB 439( ) relating to persons who take oaths, affirmations, and acknowledgments (Work Order No. 23-GH2022\D)

**TO:** Representative Bruce Weyhrauch  
Attn: Ginny

**FROM:** *TLB*  
Theresa L. Bannister  
Legislative Counsel

This memo accompanies a draft of the committee substitute described above. At your request, we have made changes throughout the bill to make it consistent with the Legislature's drafting style.

New sec. 44.50.075. This section contains the substance of the definition of "acknowledgment" found in HB 439. Because the definition contained substantive requirements for an acknowledgement, it was not appropriate as a definition. Under the Legislature's drafting style, substantive provisions of the law may not be located in definitions.

This section is very similar to the treatment of an acknowledgment under AS 09.63.090. AS 09.63.090 is the general treatment of acknowledgments in the Uniform Recognition of Acknowledgments Act in AS 09.63.050 - 09.63.130. Although technically harmonized in the bill by our addition of a section amending AS 09.63.090, it may be confusing to have the specific notary provision as well as the general provision. You may want to consider amending the general provision to make whatever changes are needed or wanted (e.g., to add the provision about limited liability companies) and to cross-reference the amended AS 09.63.090 in the new notary provisions.

If I can be of further assistance, please advise.

TLB:lmb  
04-064.lmb

Enclosure

*page 3*

SECTIONAL ANALYSIS  
CS SB 302 (JUD) **Version H**

An Act relating to the authority to take oaths, affirmations, and acknowledgments in the state; to notarizations, to verifications, to acknowledgments, to fees for issuing certificates with the seal of the state affixed and to notaries public; and providing for an effective date.

Section 1. Adds presiding officers of each house of the Legislature and the Lieutenant Governor to the list of persons permitted to administer oaths. This permission is limited to the administration of the oath of office to new legislators (AS 24.05.160) and to the presiding officers for the same purpose during second and special sessions (AS 24.05.170).

Sections 2 and 3. Conforms sections of Alaska Civil Procedure concerning notarial acts to the updated language in Sec. 44.50.061 (5). These sections apply to court system employees, U.S. Postmasters, U.S. military personnel and municipal clerks.

Sections 4 and 5. Update 09.63 to include reference to limited liability companies.

Section 6. Increases fee per notarial certificate from \$2/three folios to \$5/certificate. "Folio" is an outdated term not used in current practice. The increase reflects the State's cost to process the certificates.

Section 7. Two categories of notaries:

- a) notary public without limitation
  - terms are for 4 years
  - can charge fees for service
- b) limited governmental notary public (state, municipal and federal employees)
  - conduct only official government business
  - terms are for the length of government employment
  - cannot charge fees for service (new Sec. 44.50.039)

Can have concurrent commissions as a notary public without limitation and as a limited governmental notary public, as long as the activities are separated.

Section 8. Changes Qualifications to be commissioned notary public:

- lowers the age from 19 to 18.
- Must have established Alaska residency. The definition of "residency" is updated to a more widely used and more current definition (AS 01.10.055) than current statute (AS 44.50.020).
- notary public must reside legally in the U.S.
- 10 years between felony conviction/incarceration and ability to apply as notary **(S) STA Version H**

Section 9. Sets out the application requirements for notary public commission whether notary public without limitation or limited governmental notary public.

Restates the current \$40 fee per application along with the current requirement that State limited governmental notaries public are exempt from the fee.

Restates current bonding requirement of \$1,000 with term of four years for notaries public without limitation.

Provides opportunities for Lieutenant Governor to deny applications if:

- a) application is incomplete
- b) applicant has been convicted of and incarcerated for a felony less than 10 years previous to application (S) STA Version H
- c) applicant's commission has been revoked

Clarifies current law as to when a new commission begins.

Section 10. Much of AS 44.50.060 is antiquated language. The changes here acknowledge that the duties of a notary public can be encompassed in the broader language of administering oaths and affirmations, taking acknowledgment of or proof of instruments of writing and giving notarial certificates.

Section 11. Sets out what a notary public cannot do, the specifications of the official seal, and its care and keeping, what constitutes a "seal impression", changes in notary status and disciplinary actions. It also specifies at (5) (A) – (C) the elements that must be present for a notary public to notarize a document:

- Person must appear and sign the document before the notary public
- Person must produce identification unless personally known to the notary public
- The notary must sign in his/her own handwriting the name on his/her commission certificate.
- Notary cannot notarize documents which benefit the notary (see Page 12, Lines 16-22) (S) STA Version H

This section reorders and clarifies current law defining the notary's seal, and defining the seal impression. The \$5 name change fee is not in addition to the cost of a new certificate under Sec. 44.19.024. (S) STA Version H

New sections (Secs. 44.50.067-.068) give the Lieutenant Governor the latitude to suspend or revoke a notary public's commission or to reprimand a notary public for good cause. The Lieutenant Governor may delegate his authority. With regard to a complaint, the Lieutenant Governor may find no merit to the complaint or may elevate the complaint to a formal disciplinary hearing which could end with revocation of the notary public's commission.

Section 12. Describes the information gathered from notaries public on the application which will be public information.

Section 13. Defines terms used in this Chapter.

Section 14. Repealers:

- AS 44.50.030 (Term of office, now covered in new 44.50.010)
- AS 44.50.040 (Fees, now covered in new 44.50.033)
- AS 44.50.070 (Presence and ID, now covered in new 44.50.061)
- AS 44.50.080 (Seal, now covered in new 44.50.063)
- AS 44.50.090 (Protest of bill or note. Notaries don't do this, antiquated language, repealed and not replaced)
- AS 44.50.100 (Return of papers. There are no papers to return. Repealed and not replaced)
- AS 44.50.110 (APA procedure for disciplinary actions, replaced by more comprehensive 44.50.067)
- AS 44.50.120 (Bond requirements, now covered in new 44.50.034)
- AS 44.50.130 (Filing oath and bond, now covered in new 44.50.035)
- AS 44.50.140 (Disposition of bond, now covered in new 44.50.034)
- AS 44.50.170 (State employees as notaries, now covered in 44.50.010, 44.50.131 (c) and 44.50.039)
- AS 44.50.180(c) (Federal law prohibits postmasters from charging fees. Alaska law is inconsistent and this subsection must be repealed) ~~(S) STA~~  
Version H
- AS 44.50.190 (Savings clause, a transitional measure from 1961 that is no longer necessary and can be repealed).

Section 15. Applicability

- Current commissions continue in effect until term of office expires, except if the commissioned is a felon and 10 years have not elapsed since incarceration. ~~(S) STA~~  
Version H
- Bonds, seals, liabilities in effect continue through the notary public's term of office.
- All notaries with current commissions or who are commissioned following the effective date of the legislation must follow the notarial procedures encompassed in the legislation.
- When commissions expire, notaries public will apply for new commissions under the new AS 44.50.031 (Section 9).

Sections 16 & 17. Transition

Allows the Lieutenant Governor to immediately proceed to adopt regulations with an effective date following the effective date of the legislation.

Section 18. Effective Date

Effective date is July 1, 2004 to allow time for revision of website, online handbook and forms.

## Frequently Asked Questions – CS SB 302 (JUD)

**Q: Why is this bill necessary?**

A: There has not been a comprehensive update to the notary statutes since 1961.

**Q: What changes are being proposed?**

A: The bill:

- Lowers the minimum age requirement from 19 to 18 years of age.
- Prohibits felons from applying as notaries public until 10 years post incarceration.
- Establishes disciplinary procedures for commission suspensions and revocations.
- Separates publicly available notary information from private notary information.
- Updates and expands the current State Employee notary commission system to include Municipal and Federal government employees.

**Q: I'm a notary now, how does this bill affect me?**

A: This bill will not impact current notaries unless they are felons.

**Q: What is not changing?**

A:

- The notary information that is currently publicly available remains publicly available.
- Notary testing remains voluntary.
- The notary bond amount remains unchanged.
- The application fee remains unchanged.

**Q: What about fees?**

A: The \$40.00 application fee for notary commissions will remain unchanged. The fee for Lieutenant Governor Certificates is being raised from \$2.00 to \$5.00.

## Notary Statute Comparison – CS SB 302 (JUD)

	<b>Current</b>	<b>Proposed</b>
<b>Qualifications</b>		
	<p>Applicants must be a resident of the state at least 19 years of age.</p> <p>Resident defined to mean a person who maintains a permanent place of abode in the state, and is in fact living in the state.</p>	<p>Minimum age lowered to 18 years.</p> <p>Residency requirements made consistent with general residency statute AS 01.10.055, rather than separate definition.</p> <p>Applicant must reside legally in the United States.</p> <p>Applicants may not be convicted/incarcerated felons within 10 years of application.</p>
<b>Term</b>	<b>Current</b>	<b>Proposed</b>
	<p>Four years.</p> <p>Automatic revocation of commissions of State employee notaries who terminate employment prior to the commission expiration date.</p>	<p>Notaries Public will continue to serve a term of four years.</p> <p>Limited Governmental Notaries Public commissions will be open-ended with automatic revocation upon termination of government employment.</p>
<b>Fees</b>	<b>Current</b>	<b>Proposed</b>
	<p>\$40 application fee for non-state employee notaries.</p> <p>\$2 per Lieutenant Governor certificate.</p>	<p>\$40 application fee for non-state employee notaries (No change).</p> <p>\$5 per Lieutenant Governor certificate (\$3 increase).</p>
<b>Bond</b>	<b>Current</b>	<b>Proposed</b>
	<p>\$1,000 Notary Bond is required of all applicants.</p>	<p>\$1,000 Notary Bond required of all applicants except Limited Governmental Notaries.</p>
<b>Commission Types</b>	<b>Current</b>	<b>Proposed</b>
	<p>Notaries Public who serve four year commissions.</p> <p>Limited Governmental Notaries</p>	<p>Notaries Public who serve four year commissions.</p> <p>Limited Governmental Notaries Public</p>

	Public commissions available for State employees only.	commissions – Expanded to include Municipal and Federal employees in addition to State employees.
<b>Commission Revocation</b>	<b>Current</b>	<b>Proposed</b>
	Via Administrative Procedure Act. Act must be invoked to review all complaints against notaries, no matter how trivial.	By Lieutenant Governor for good cause via a formal disciplinary procedure. Appeals via the Administrative Procedure Act.
<b>Notary Data</b>	<b>Current</b>	<b>Proposed</b>
	Each notary's name, mailing address, surety information and commission dates are available to the public.	The notary information currently available remains unchanged. The notary's name, mailing address, surety information and commission dates continue to be publicly available.  To facilitate training and communication the Lieutenant Governor may collect additional information from applicants and notaries that will not be available to the public.
<b>Non-Commissioned Notaries</b>	<b>Current</b>	<b>Proposed</b>
	Justices, Judges, Magistrates, Clerks or Deputy Clerks of Court, United States Postmasters, and Commissioned Military Officers are authorized to take oaths, affirmations or acknowledgments.	No change.

23-GS2022VI  
Bannister  
3/18/04

**CS FOR SENATE BILL NO. 302(JUD)**

**IN THE LEGISLATURE OF THE STATE OF ALASKA  
TWENTY-THIRD LEGISLATURE - SECOND SESSION**

**BY THE SENATE JUDICIARY COMMITTEE**

**Offered:  
Referred:**

**Sponsor(s): SENATE RULES COMMITTEE BY REQUEST OF THE GOVERNOR**

**A BILL**

**FOR AN ACT ENTITLED**

1 "An Act relating to the authority to take oaths, affirmations, and acknowledgments in  
2 the state, to notarizations, to verifications, to acknowledgments, to fees for issuing  
3 certificates with the seal of the state affixed, and to notaries public; and providing for an  
4 effective date."

5 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

6 \* Section 1. AS 09.63.010 is amended to read:

7 **Sec. 09.63.010. Oath, affirmation, and acknowledgment.** The following  
8 persons may take an oath, affirmation, or acknowledgment in the state:

- 9 (1) a justice, judge, or magistrate of a court of the State of Alaska or of
- 10 the United States;
- 11 (2) a clerk or deputy clerk of a court of the State of Alaska or of the
- 12 United States;
- 13 (3) a notary public;
- 14 (4) a United States postmaster;

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(5) a commissioned officer under AS 09.63.050(4); [OR]

(6) a municipal clerk carrying out the clerk's duties under AS 29.20.380;

(7) the lieutenant governor when carrying out the lieutenant governor's duties under AS 24.05.160;

(8) the presiding officer of each legislative house when carrying out the officer's duties under AS 24.05.170.

\* Sec. 2. AS 09.63.030(c) is amended to read:

(c) If the document is sworn to or affirmed before a notary public of the state, the notary public shall

(1) affix [ENDORSE AFTER THE SIGNATURE OF THE NOTARY PUBLIC THE DATE OF EXPIRATION OF THE NOTARY'S COMMISSION;

(2) PRINT OR EMBOSS THE NOTARY'S SEAL] on the document

the

(A) notary public's official signature and official seal; and

(B) date of expiration of the notary public's commission;

and

(2) [; (3)] comply with AS 44.50.060 - 44.50.064 and [AS 44.50.060 - 44.50.080 OR] other applicable law.

\* Sec. 3. AS 09.63.040(d) is amended to read:

(d) If the verification is sworn to or affirmed before a notary public of the state, the notary public shall

(1) affix [ENDORSE AFTER THE SIGNATURE OF THE NOTARY PUBLIC THE DATE OF EXPIRATION OF THE NOTARY'S COMMISSION;

(2) PRINT OR EMBOSS THE NOTARY'S SEAL] on the document

the

(A) notary public's official signature and official seal; and

(B) date of expiration of the notary public's commission;

and

(2) [; (3)] comply with AS 44.50.060 - 44.50.064 and [AS 44.50.060 - 44.50.080 OR] other applicable law.

1 \* Sec. 4. AS 09.63.090 is amended to read:

2           **Sec. 09.63.090. Certificate of acknowledgment.** The words "acknowledged  
3 before me" mean that

4           (1) the person acknowledging

5                   (A) appeared before the person taking the acknowledgment;

6                   (B) acknowledged that the person executed the instrument;

7                   (C) in the case of

8                           (i) a natural person, acknowledged that the person  
9 executed the instrument for the purposes stated in it;

10                           (ii) an officer or agent of a corporation, acknowledged  
11 that the person held the position or title set out in the instrument and  
12 certificate, the person signed the instrument on behalf of the  
13 corporation by proper authority, and the instrument was the act of the  
14 corporation for the purposes stated in it;

15                           (iii) a member or manager of a limited liability  
16 company, acknowledged that the individual signed the instrument  
17 on behalf of the limited liability company by proper authority and  
18 executed the instrument as the act of the limited liability company  
19 for the purposes stated in it;

20                           (iv) a partner or agent of a partnership, acknowledged  
21 that the person signed the instrument on behalf of the partnership by  
22 proper authority and executed the instrument as the act of the  
23 partnership for the purposes stated in it;

24                           (v) [(iv)] a person acknowledging as a principal by an  
25 attorney in fact, acknowledged that the person executed the instrument  
26 by proper authority as the act of the principal for the purposes stated in  
27 it;

28                           (vi) [(v)] a person acknowledging as a public officer,  
29 trustee, administrator, guardian, or other representative, acknowledged  
30 that the person signed the instrument in the capacity and for the  
31 purposes stated in it; and

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(2) the person taking the acknowledgment either knew or had satisfactory evidence that the person acknowledging is the person named in the instrument or certificate.

\* Sec. 5. AS 09.63.100 is amended to read:

**Sec. 09.63.100. Forms of acknowledgment.** (a) The forms of acknowledgment set out in this subsection may be used and are sufficient for their respective purposes under a law of the state. The authorization of the forms in this section does not preclude the use of other forms.

(1) For an individual acting in the individual's own right:

State of \_\_\_\_\_ Judicial  
District (or County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me this  
(date) by (name of person who acknowledged).

\_\_\_\_\_

Signature of Person Taking  
Acknowledgment

\_\_\_\_\_

Title or Rank

\_\_\_\_\_

Serial Number, if any

(2) For a corporation:

State of \_\_\_\_\_ Judicial  
District (or County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me this  
(date) by (name of officer or agent, title of officer or agent) of (name of  
corporation acknowledging) a (state or place of incorporation)  
corporation, on behalf of the corporation.

\_\_\_\_\_

Signature of Person Taking  
Acknowledgment

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Title or Rank

Serial Number, if any

**(3) For a limited liability company:**

**State of \_\_\_\_\_ Judicial**

**District (or County of \_\_\_\_\_)**

**The foregoing instrument was acknowledged before me this (date) by (name of member or manager), member (or manager) of (name of limited liability company acknowledging) a (state or place of organization) limited liability company, on behalf of the limited liability company.**

\_\_\_\_\_  
**Signature of Person Taking**

**Acknowledgment**

\_\_\_\_\_  
**Member (or Manager)**

\_\_\_\_\_  
**Serial Number, if any**

**(4) For a partnership:**

**State of \_\_\_\_\_ Judicial**

**District (or County of \_\_\_\_\_)**

**The foregoing instrument was acknowledged before me this (date) by (name of acknowledging partner or agent), partner (or agent) on behalf of (name of partnership), a partnership.**

\_\_\_\_\_  
**Signature of Person Taking**

**Acknowledgment**

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**Title or Rank**

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**Serial Number, if any**

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(5) [(4)] For an individual acting as principal by an attorney in fact:

State of \_\_\_\_\_ Judicial

District (or County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me this  
(date) by (name of attorney in fact) as attorney in fact on behalf of  
(name of principal).

\_\_\_\_\_  
Signature of Person Taking

Acknowledgment

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, if any

(6) [(5)] By a public officer, trustee, or personal representative:

State of \_\_\_\_\_ Judicial

District (or County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me this  
(date) by (name and title of position).

\_\_\_\_\_  
Signature of Person Taking

Acknowledgment

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, if any

(b) If a document is acknowledged before a notary public of the state, the  
notary public shall

(1) affix [ENDORSE AFTER THE NOTARY'S SIGNATURE THE  
DATE OF EXPIRATION OF THE NOTARY'S COMMISSION;

(2) PRINT OR EMBOSS THE NOTARY'S SEAL.] on the document

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(A) notary public's official signature and official seal; and  
(B) date of expiration of the notary public's commission;

and

(2) [; (3)] comply with AS 44.50.060 - 44.50.064 and [AS 44.50.060 - 44.50.080 OR] other law.

\* Sec. 6. AS 44.19.024 is amended to read:

**Sec. 44.19.024. Fees for issuing certificate.** For issuing each certificate with the seal of the state affixed, the lieutenant governor shall collect a fee of \$5 for each certificate [\$2 FOR THE FIRST THREE FOLIOS OR LESS AND 20 CENTS PER FOLIO FOR EACH ADDITIONAL FOLIO]. The lieutenant governor shall account for the fees received under this section and shall deposit [PAY] them into the state treasury.

\* Sec. 7. AS 44.50.010 is repealed and reenacted to read:

**Sec. 44.50.010. Notary public commission; term.** (a) The lieutenant governor may commission for the state

(1) notaries public without limitation, who are authorized to use the notary seal for all legal purposes; and

(2) limited governmental notaries public, who are state, municipal, or federal employees authorized to use the notary seal only for official government business.

(b) The term of a notary public commission is four years, except that the term of a limited governmental notary public commission coincides with the term of government employment.

(c) A person who is a state, municipal, or federal employee commissioned as a limited governmental notary public may also be commissioned as a notary public without limitation.

\* Sec. 8. AS 44.50.020 is repealed and reenacted to read:

**Sec. 44.50.020. Qualifications.** To be commissioned as a notary public a person

(1) shall submit an application under AS 44.50.031;

(2) shall be at least 18 years of age;

- 1 (3) shall have established residency in this state under AS 01.10.055;  
2 (4) shall reside legally in the United States;  
3 (5) may not have been incarcerated in a correctional facility for a  
4 felony conviction within 10 years before the commission takes effect;  
5 (6) may not have had a notary public commission revoked in this state  
6 or another jurisdiction;  
7 (7) may not have committed acts for which a notary public  
8 commission may be denied or revoked under this chapter; and  
9 (8) shall meet the other requirements in this chapter to be  
10 commissioned as a notary public.

11 \* Sec. 9. AS 44.50 is amended by adding new sections to read:

12 **Sec. 44.50.031. Application.** (a) A person applying for a commission as a  
13 notary public shall submit a completed application as required by this section, using  
14 the forms or format required by the lieutenant governor.

15 (b) A completed application for a commission under AS 44.50.010(a)(1) must  
16 include

17 (1) an affirmation that the applicant meets the qualifications set out in  
18 AS 44.50.020(2) - (7);

19 (2) the applicant's mailing and physical addresses, the applicant's  
20 telephone number, if any, the applicant's employer or business, the physical address  
21 and telephone number of the applicant's employer or business at the location where the  
22 applicant works, and an electronic mailing address, if any, where the applicant can be  
23 contacted;

24 (3) information concerning any denial, suspension, revocation, or  
25 restriction of the applicant's commission as a notary public in this state or another  
26 jurisdiction; that information must include

27 (A) identification of the jurisdiction;

28 (B) the date the jurisdiction issued the denial, suspension,  
29 revocation, or restriction;

30 (C) the reasons for the denial, suspension, revocation, or  
31 restriction; and

1 (D) information concerning final resolution of the matter;

2 (4) the applicant's notarized signature on the portion of the application  
3 that contains the oath or affirmation required by AS 44.50.035;

4 (5) the fee required by AS 44.50.033; and

5 (6) the bond required by AS 44.50.034.

6 (c) A completed application for a commission under AS 44.50.010(a)(2) must  
7 include

8 (1) a signed statement by the applicant's government employer that the  
9 commission is needed for the purpose of conducting official government business;

10 (2) the applicant's mailing and physical addresses, the applicant's  
11 telephone number, if any, and employer, the name, address, and telephone number for  
12 the employer where the applicant works, and an electronic mailing address, if any,  
13 where the applicant can be contacted;

14 (3) the affirmation, information, and signature required by (b)(1), (3),  
15 and (4) of this section; and

16 (4) the fee required by AS 44.50.033.

17 **Sec. 44.50.033. Application fee.** A person applying for a commission as a  
18 notary public shall pay a nonrefundable application fee of \$40. However, an applicant  
19 for a limited governmental notary public commission under AS 44.50.010(a)(2) who is  
20 employed by the state may not be required to pay an application fee.

21 **Sec. 44.50.034. Bond.** (a) A person applying for a commission as a notary  
22 public without limitation under AS 44.50.010(a)(1) shall execute an official bond of  
23 \$1,000 and submit the bond with the application under AS 44.50.031. The bond must  
24 be for a term of four years beginning with the date of commission as a notary public.

25 (b) The lieutenant governor shall keep a bond submitted under this section for  
26 two years after the end of the term of the commission for which the bond was issued.  
27 Disposition of the bond after the end of the commission does not affect the time for  
28 starting an action on the bond.

29 **Sec. 44.50.035. Oath.** The application required by the lieutenant governor  
30 under AS 44.50.031 must contain an oath or affirmation, in the form set out in  
31 AS 39.05.045, to be signed by the applicant. A signed oath or affirmation submitted

1 in an application under AS 44.50.031 takes effect on the date of the applicant's  
2 commission as a notary public under this chapter.

3 **Sec. 44.50.036. Denial of applications.** The lieutenant governor shall deny  
4 an application for a notary public commission if the

5 (1) applicant does not meet the requirements of this chapter;

6 (2) application is not complete or contains a material misstatement or  
7 omission of fact relating to the requirements for a commission under this chapter;

8 (3) applicant has been incarcerated in a correctional facility for a  
9 felony conviction within 10 years before the commission is to take effect; or

10 (4) applicant's commission as a notary public has been revoked in this  
11 state for a reason set out in AS 44.50.067, or in another jurisdiction for a substantially  
12 similar reason.

13 **Sec. 44.50.037. Certificate of commission.** Upon commission of a notary  
14 public under this chapter, the lieutenant governor shall provide to the notary public a  
15 certificate of commission indicating the commission and the dates of the term of the  
16 commission.

17 **Sec. 44.50.038. Subsequent commissions.** A notary public whose term of  
18 commission is ending may apply for a new notary public commission by submitting a  
19 new application under AS 44.50.031 and complying with the requirements of this  
20 chapter. The lieutenant governor's approval of a new application for a commission for  
21 a notary public without limitation under AS 44.50.010(a)(1) terminates an applicant's  
22 existing commission under that paragraph.

23 **Sec. 44.50.039. Limited governmental notaries public.** A state, municipal,  
24 or federal employee commissioned as a notary public under AS 44.50.010(a)(2)

25 (1) is designated a limited governmental notary public;

26 (2) may perform notarial acts only in the conduct of official  
27 government business; and

28 (3) may not charge or receive a fee or other consideration for notarial  
29 services provided under this chapter.

30 \* **Sec. 10.** AS 44.50.060 is amended to read:

31 **Sec. 44.50.060. Duties.** A notary public shall

1 (1) administer oaths and affirmations [WHEN REQUESTED,  
2 DEMAND ACCEPTANCE AND PAYMENT OF FOREIGN AND INLAND BILLS  
3 OF EXCHANGE, OR PROMISSORY NOTES, PROTEST THEM FOR  
4 NONACCEPTANCE AND NONPAYMENT, AND EXERCISE THE OTHER  
5 POWERS AND DUTIES THAT BY THE LAW OF NATIONS AND ACCORDING  
6 TO COMMERCIAL USAGES, OR BY THE LAWS OF ANY OTHER STATE,  
7 GOVERNMENT, OR COUNTRY, MAY BE PERFORMED BY NOTARIES];

8 (2) take the acknowledgment of or proof of execution of [POWERS  
9 OF ATTORNEY, MORTGAGES, DEEDS, GRANTS, TRANSFERS, AND OTHER]  
10 instruments of writing, and give a notarial certificate of the proof or acknowledgment,  
11 included in [ENDORSED ON] or attached to the instrument; the notarial certificate  
12 shall be signed by the notary public in the notary public's [NOTARY'S] own  
13 handwriting [;

14 (3) TAKE DEPOSITIONS AND AFFIDAVITS, AND ADMINISTER  
15 OATHS AND AFFIRMATIONS, IN ALL MATTERS INCIDENT TO THE DUTIES  
16 OF THE OFFICE, OR TO BE USED BEFORE A COURT, JUDGE, OFFICER, OR  
17 BOARD IN THE STATE; A DEPOSITION, AFFIDAVIT, OATH, OR  
18 AFFIRMATION SHALL BE SIGNED BY THE NOTARY IN THE NOTARY'S  
19 OWN HANDWRITING, AND THE NOTARY SHALL ENDORSE AFTER THE  
20 SIGNATURE THE DATE OF EXPIRATION OF THE NOTARY'S COMMISSION].

21 \* Sec. 11. AS 44.50 is amended by adding new sections to read:

22 **Sec. 44.50.061. Prohibited acts.** A notary public may not

23 (1) violate state or federal law in the performance of acts authorized by  
24 this chapter;

25 (2) influence a person to enter into or avoid a transaction involving a  
26 notarial act by the notary public;

27 (3) affix the notary public's signature or seal on a notarial certificate  
28 that is incomplete;

29 (4) charge a fee for a notarial act unless a fee schedule has been  
30 provided to the signer before the performance of the notarial act;

31 (5) affix the notary public's official seal to a document, unless the

1 person who is to sign the document

2 (A) appears and signs the document before the notary public or,  
3 for an acknowledgment, appears and indicates to the notary public that the  
4 person voluntarily affixed the person's signature on the document for the  
5 purposes stated within the document;

6 (B) gives an oath or affirmation if required under law or if the  
7 notarial certificate states that the document was signed under oath or  
8 affirmation; and

9 (C) is personally known to the notary public, produces  
10 government-issued identification containing the photograph and signature of  
11 the person signing, or produces

12 (i) government-issued identification containing the  
13 signature of the person signing, but without a photograph; and

14 (ii) another valid identification containing the  
15 photograph and signature of the person signing;

16 (6) perform a notarial act if the notary public

17 (A) is a signer of or named in the document that is to be  
18 notarized; or

19 (B) will receive directly from a transaction connected with the  
20 notarial act a commission, fee, advantage, right, title, interest, cash, property,  
21 or other consideration exceeding in value the normal fee charged by the notary  
22 for the notarial act.

23 **Sec. 44.50.062. Official signature.** (a) When performing a notarization, a  
24 notary public shall

25 (1) sign in the notary public's own handwriting, on the notarial  
26 certificate, exactly and only the name indicated on the notary public's commission  
27 certificate; a notary public may not sign through the use of a facsimile stamp or an  
28 electronic or graphic printing method; and

29 (2) affix the official signature only at the time the notarial act is  
30 performed.

31 (b) A notary public shall comply in a timely manner with a request by the

1 lieutenant governor to supply a current sample of the notary public's official signature.

2 **Sec. 44.50.063. Official seal.** (a) A notary public shall keep an official seal,  
3 which is the exclusive property of the notary public, and shall ensure that another  
4 person does not possess or use the official seal.

5 (b) A notary public's official seal

6 (1) must contain

7 (A) the notary public's name exactly as indicated on the notary  
8 public's commission certificate;

9 (B) the words "Notary Public" and "State of Alaska"; and

10 (2) may be a circular form not over two inches in diameter or may be a  
11 rectangular form not more than one inch in width by two and one-half inches in  
12 length.

13 (c) When not in use, a notary public's official seal shall be kept in a secure  
14 area under the exclusive control of the notary public.

15 (d) Within 10 days after a notary public's official seal is stolen or lost, the  
16 notary public shall provide the lieutenant governor with written notification of the  
17 theft or loss.

18 (e) In order to avoid misuse, a notary public's official seal shall be destroyed  
19 or defaced

20 (1) upon the notary public's resignation or death;

21 (2) upon the revocation or termination by the lieutenant governor of  
22 the notary public's commission; or

23 (3) when the notary public's term of commission ends if the notary  
24 public has not received a new commission under this chapter.

25 **Sec. 44.50.064. Seal impression or depiction.** (a) A sharp, legible,  
26 photographically reproducible impression or depiction of a notary public's official seal  
27 shall be affixed

28 (1) on the notarial certificate of each paper document notarized, near  
29 the notary public's official signature; and

30 (2) only at the time the notarial act is performed.

31 (b) Illegible information within a seal impression or depiction may be typed or

1 printed legibly by the notary public adjacent to, but not within, the impression or  
2 depiction.

3 (c) An embossed seal impression that is not photographically reproducible  
4 may be used in addition to, but not in place of, the seal impression or depiction  
5 required by (a) of this section.

6 **Sec. 44.50.065. Notary public's status notification.** (a) Within 10 days after  
7 change of a notary public's name, mailing address, or physical address, the notary  
8 public shall, on a form provided by the lieutenant governor, submit written notification  
9 of the change, signed by the notary public.

10 (b) The lieutenant governor may require limited governmental notaries public  
11 commissioned under AS 44.50.010(a)(2) who change departmental or agency  
12 employers to submit written notification of the change on a form provided by the  
13 lieutenant governor.

14 (c) A notary public commissioned under AS 44.50.010(a)(1) reporting a name  
15 change shall submit to the lieutenant governor payment of the fee under AS 44.19.024  
16 for the issuance of a replacement certificate of commission.

17 (d) A notary public reporting a name change under (a) and (c) of this section  
18 shall use the person's former name for the performance of notarial acts until the person  
19 has

20 (1) provided written notification of the name change to the surety for  
21 any bond required under AS 44.50.034;

22 (2) received a replacement certificate of commission reflecting the  
23 name change from the lieutenant governor; and

24 (3) obtained a new seal reflecting the name change.

25 (e) The lieutenant governor may require a notary public to update the  
26 information required under AS 44.50.031, including the notary public's current  
27 notarized signature.

28 **Sec. 44.50.066. Resignation.** (a) To resign a commission, a notary public  
29 shall notify the lieutenant governor in writing of the resignation and the date that it is  
30 effective. The notary public shall sign the notification.

31 (b) A notary public who does not any longer meet the requirements of this

1 chapter to be a notary public shall immediately resign the commission.

2 **Sec. 44.50.067. Disciplinary action.** The lieutenant governor may suspend or  
3 revoke a notary public's commission or reprimand a notary public for good cause  
4 shown, including

- 5 (1) a ground on which an application for a commission may be denied;  
6 (2) failure to comply with this chapter; and  
7 (3) incompetence or misfeasance in carrying out the notary public's  
8 duties under this chapter.

9 **Sec. 44.50.068. Complaint; hearing; appeal.** (a) A person harmed by the  
10 actions of a notary public may file a complaint with the lieutenant governor. The  
11 complaint shall be filed on a form prescribed by the lieutenant governor and shall be  
12 signed and verified by the person alleging misconduct on the part of the notary public.

13 (b) If the lieutenant governor determines that the allegations in the complaint  
14 do not warrant formal disciplinary action, the lieutenant governor may decline to act  
15 on the complaint or may advise the notary public of the appropriate conduct and the  
16 applicable statutes and regulations governing the conduct. The lieutenant governor  
17 shall notify the complainant of the determination.

18 (c) If the lieutenant governor determines that the complaint alleges sufficient  
19 facts to constitute good cause for disciplinary action, the lieutenant governor shall  
20 notify the notary public of the filing of the complaint and send a copy of the complaint  
21 to the notary public. The notary public shall submit a written response to the  
22 complaint to the lieutenant governor within 20 days after the lieutenant governor sends  
23 the complaint. The lieutenant governor may extend the time for a notary public's  
24 response by up to 20 additional days. The lieutenant governor shall provide a copy of  
25 the notary public's response to the complainant.

26 (d) The lieutenant governor shall review the complaint and the response to  
27 determine whether formal disciplinary action may be warranted. The lieutenant  
28 governor may determine that the allegations in the complaint do not warrant formal  
29 disciplinary action, in which case the lieutenant governor may determine not to take  
30 further action on the complaint or may determine to advise the notary public of the  
31 appropriate conduct and the applicable statutes and regulations governing the conduct.

1 If the lieutenant governor determines that formal disciplinary action is not warranted,  
2 the lieutenant governor shall provide the complainant and the notary public with a  
3 written statement of the basis for the determination.

4 (e) If the lieutenant governor finds that formal disciplinary action may be  
5 warranted, the lieutenant governor shall appoint an independent hearing officer to  
6 consider the complaint and the response, to provide the complainant and the notary  
7 public with an opportunity for a telephonic or in-person hearing before the hearing  
8 officer within a reasonable time after a hearing is requested, and to provide to the  
9 lieutenant governor a proposed decision, including proposed disciplinary action. The  
10 lieutenant governor may

11 (1) adopt the hearing officer's proposed decision in its entirety;

12 (2) adopt portions of the proposed decision and modify the proposed  
13 disciplinary action;

14 (3) decide the case upon the record generated from the hearing; or

15 (4) refer the case to the same or another hearing officer to take  
16 additional evidence and decide the case upon the record generated from the hearing  
17 and the additional evidence.

18 (f) The lieutenant governor may delegate the powers under AS 44.50.067 and  
19 this section.

20 (g) An appeal from a decision of the lieutenant governor under this section  
21 shall be in accordance with the procedures set out in AS 44.62 (Administrative  
22 Procedure Act).

23 **Sec. 44.50.069. Regulations.** The lieutenant governor may adopt regulations  
24 under AS 44.62 (Administrative Procedure Act) to carry out the purposes of this  
25 chapter.

26 \* **Sec. 12.** AS 44.50 is amended by adding a new section to read:

27 **Sec. 44.50.071. Confidentiality.** (a) An address, telephone number, and  
28 electronic mail address of a notary public or an applicant that is submitted under  
29 AS 44.50.031 or 44.50.038 and that is designated by the notary public or applicant as  
30 personal and confidential shall be kept confidential. However, a notary public shall  
31 provide a nonconfidential address and telephone number at which the notary public

1 can be contacted.

2 (b) Compilations and data bases of those addresses, telephone numbers, and  
3 electronic mail addresses of notaries public that are confidential under (a) of this  
4 section shall be kept confidential, except that the lieutenant governor may disclose  
5 compilations and data bases if the lieutenant governor determines that disclosure is in  
6 the public interest.

7 (c) A complaint filed under AS 44.50.068 shall be kept confidential unless the  
8 lieutenant governor determines under AS 44.50.068(c) that the complaint alleges  
9 sufficient facts to constitute good cause for disciplinary action.

10 \* **Sec. 13.** AS 44.50 is amended by adding a new section to read:

11 **Sec. 44.50.200. Definitions.** In this chapter, unless the context otherwise  
12 requires,

13 (1) "notarial act" means any act that a notary public is authorized to  
14 perform under AS 09.63.120 or AS 44.50.060;

15 (2) "notary public" means a person commissioned to perform notarial  
16 acts under this chapter.

17 \* **Sec. 14.** AS 44.50.030, 44.50.040, 44.50.070, 44.50.080, 44.50.090, 44.50.100,  
18 44.50.110, 44.50.120, 44.50.130, 44.50.140, 44.50.170, 44.50.180(c), and 44.50.190 are  
19 repealed.

20 \* **Sec. 15.** The uncodified law of the State of Alaska is amended by adding a new section to  
21 read:

22 **APPLICABILITY.** (a) AS 44.50.010, repealed and reenacted by sec. 7 of this Act,  
23 and AS 44.50.031, 44.50.033, 44.50.035, 44.50.036, 44.50.037, and 44.50.039, enacted by  
24 sec. 9 of this Act, do not apply to a notary public whose commission is in effect on the day  
25 before the effective date of secs. 1 - 14 of this Act until the notary public's term of office  
26 expires under former AS 44.50.030, the notary public resigns under AS 44.50.066, enacted by  
27 sec. 11 of this Act, or the notary public's commission is revoked under AS 44.50.067, enacted  
28 by sec. 11 of this Act.

29 (b) Notwithstanding (a) of this section, if a notary public whose commission is in  
30 effect on the day before the effective date of secs. 1 - 14 of this Act has been incarcerated in a  
31 correctional facility for a felony conviction within 10 years before the notary public's term of

1 office expires under former AS 44.50.030, the lieutenant governor may take an action under  
2 AS 44.50.067, enacted by sec. 11 of the Act, against the notary public.

3 \* **Sec. 16.** The uncodified law of the State of Alaska is amended by adding a new section to  
4 read:

5       **TRANSITION: REGULATIONS.** The lieutenant governor may proceed to adopt  
6 regulations necessary to implement the changes made by this Act. The regulations take effect  
7 under AS 44.62 (Administrative Procedure Act), but not before the effective date of the  
8 respective statutory change.

9 \* **Sec. 17.** Section 16 of this Act takes effect immediately under AS 01.10.070(c).

10 \* **Sec. 18.** Except as provided in sec. 17 of this Act, this Act takes effect July 1, 2004.

SB302



FRANK H. MURKOWSKI  
GOVERNOR  
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STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

February 4, 2004

The Honorable Gene Therriault  
President of the Senate  
Alaska State Legislature  
State Capitol, Room 107  
Juneau, AK 99801-1182

Dear President Therriault:

Under the authority of article III, section 18, of the Alaska Constitution, I am transmitting a bill relating to the authority to take oaths, affirmations, and acknowledgements in the state to notaries public, and to fees for issuing certificates with the seal of the state affixed.

The primary purpose of the bill is to comprehensively update AS 44.50, the chapter that governs notaries public, which includes among its provisions qualifications to become a notary public, duties of notaries public, and liability in the event of misconduct or neglect. AS 44.50 has not been comprehensively revised since it was enacted in 1961. Sections 6-13 of the bill would repeal obsolete provisions, update antiquated language, and add new provisions where needed. Similarly, sections 2-4 of the bill would update statutes in AS 09, the Alaska civil code, relating to notaries' responsibilities when notarizing, verifying, and acknowledging signed instruments.

In addition, section 1 of the bill would conform the oath, affirmation, and acknowledgement statute at AS 09.63.010 to existing law. Section 5 of the bill would update a statute authorizing the Lieutenant Governor to collect fees for the issuance of certificates with the seal of the state affixed, increasing the fee to \$5 per certificate. Section 14 of the bill provides applicability provisions.

A more detailed description of the bill is found in a sectional analysis of the bill available from the office of the Lieutenant Governor.

I urge your prompt and favorable action on this measure.

Sincerely yours,

Frank H. Murkowski  
Governor

Enclosure

# FISCAL NOTE

**STATE OF ALASKA**  
**2004 LEGISLATIVE SESSION**

Fiscal Note Number: 1  
 Bill Version: SB 302  
 (S) Publish Date: 2/6/04

Revision Date/Time (Note if correction): \_\_\_\_\_ Dept. Affected: OOG  
 Title An Act relating to oaths, affirmations RDU \_\_\_\_\_  
 and acknowledgments \_\_\_\_\_ Component Office of the Lt. Governor  
 Sponsor Governor \_\_\_\_\_  
 Requester Rules \_\_\_\_\_ Component No. 11

**Expenditures/Revenues (Thousands of Dollars)**

Note: Amounts do not include inflation unless otherwise noted below.

OPERATING EXPENDITURES	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010
Personal Services						
Travel						
Contractual						
Supplies						
Equipment						
Land & Structures						
Grants & Claims						
Miscellaneous						
<b>TOTAL OPERATING</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

<b>CAPITAL EXPENDITURES</b>						
-----------------------------	--	--	--	--	--	--

<b>CHANGE IN REVENUES ( )</b>	<b>8.7</b>	<b>8.7</b>	<b>8.7</b>	<b>8.7</b>	<b>8.7</b>	<b>8.7</b>
-------------------------------	------------	------------	------------	------------	------------	------------

**FUND SOURCE (Thousands of Dollars)**

1002 Federal Receipts						
1003 GF Match						
1004 GF						
1005 GF/Program Receipts						
1037 GF/Mental Health						
Other (Specify Type--Do not abbreviate)						
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Estimate of any current year (FY2004) cost: 0.0  
 Mark this box (X) if funding for this bill is included in the Governor's FY 2005 budget proposal:

**POSITIONS**

Full-time						
Part-time						
Temporary						

**ANALYSIS:** *(Attach a separate page if necessary)*  
 The proposed fee changes for certificates from \$2 to \$5, as set out in Section 5 of the bill, will generate anticipated \$8.7 in additional unrestricted revenues.

Prepared by: Linda J. Perez, Director Phone 465-3876  
 Division: Administrative Services Date/Time 1/29/04 2:40 PM  
 Approved by: Lt. Governor Loren Leinan Date 1/29/2004  
 Agency: Office of the Lt. Governor



United States  
**NOTARY**  
Association

March 5, 2004

The Honorable Loren Leman  
Office of the Lieutenant Governor  
P.O. Box 110015  
Juneau, AK 99811-0015

OFFICE OF THE

MAR 09 2004

LIEUTENANT GOVERNOR

RE: Alaska Senate Bill 302

Dear Mr. Leman:


On behalf of the members of the United States Notary Association (USNA), I congratulate you and Governor Murkowski on your legislative initiative to comprehensively revise the chapter of the Alaska Statutes that governs Alaska notaries public, Title 44, Chapter 50 [AS 44.50].

USNA is strongly in favor of this notarial regulation in that it gives notaries clear and unambiguous direction for the performance of their official duties. This direction protects both the notary and the public from the serious consequences of unintended error. Since AS 44.50 has not been comprehensively revised since being enacted in 1961, USNA gives its full support to Senate Bill 302 because the bill intends to repeal obsolete provisions, update antiquated language and add new provisions where they are needed.

USNA urges the Alaska Senate to take prompt and favorable action regarding this bill. If I can be of help to you in supporting this bill, please contact me at 800-587-2588 or usna@enotary.org.

I look forward to reporting on the successful passage of Senate Bill 302 in an upcoming issue of *Notary Review*.

For the Association,



Marc L. Aronson  
President

**About the United States Notary Association**

USNA is a membership organization dedicated to the professional development of notaries public in all 50 states and the District of Columbia. USNA's goal is to provide notaries with accurate, reliable information and high quality products and services.

Notaries join USNA to learn about proper notarial procedures and the laws, current events, and common issues affecting notaries in their states and nationwide. Members can call USNA's telephone support or E-mail their questions. Members also receive a subscription to *Notary Review*, our bi-monthly publication, containing news briefs, educational articles and other information of interest to notaries.



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Alaska Bankers Association  
Anchorage, Alaska 99510-0600

OFFICE OF THE  
FEB 17 2004  
LIEUTENANT GOVERNOR

(907) 265-2920

February 17, 2004

The Honorable Loren Leman  
Lieutenant Governor, State of Alaska  
State Capitol, Third Floor  
Juneau, Alaska 99811

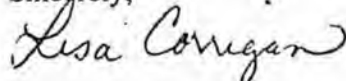
Re: HB 439

Dear Lt. Governor Leman:

The members of the Alaska Bankers Association have had the opportunity to review House Bill 439, which addresses the responsibilities of notaries public in the State of Alaska. We have no opposition to the proposed changes to existing law and are in support of the legislation.

We appreciate the opportunity to review and comment on any proposed legislation that may impact the financial services industry.

Sincerely,



Lisa J. Corrigan  
President  
Alaska Bankers Association

THE  
FOLLOWING  
DOCUMENT(S)  
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# American Society of Notaries



## ALL-STATES Notary Public Guide

Respectfully developed by the American Society of Notaries  
for the U.S. Secretaries of State, Secretaries of the Commonwealth  
and Notary Administrators.

Research and editing by Joanna L. Lilly and Jennifer Workman.  
Layout by Laura Pichard-Murphy.

**This information was compiled through, and is based on, notary websites and interviews with notary administration staff for each state. Any errors or omissions in data are unintentional. Further information can be obtained by contacting the state notary administrators' office. Contact information for each state is provided on pages 12-13.**



For her interest and efforts in developing this resource for the National Association of Secretaries of State, we'd like to offer a special thanks to the Honorable Anne Petera, Virginia Secretary of the Commonwealth and Chairperson of the NASS Standing Committee on Notaries.



# Notary Population by State & Electronic Applications

STATE	POPULATION	ACCEPTANCE OF E-APPLICATIONS	UCC FILINGS
ALABAMA	70,000	No	Secretary of State Office
ALASKA	11,800	Not yet	Banking and Corporations Office
ARIZONA	86,000	Not yet	Business Services
ARKANSAS	Over 100,000	No	UCC Division
CALIFORNIA	154,000	No	UCC Division
COLORADO	90,000 - 100,000	Not yet	Division of Bus. Filings UCC Section
CONNECTICUT	52,000 +/-	No	Commercial Recording Division
DELAWARE	10,000	No	Corporations Division
D.C.	12,000 - 15,000	No	—
FLORIDA	350,000	Yes	Department of State, Division of Corporations
GEORGIA	240,000 - 250,000	No	UCC Division
HAWAII	7,000	Not yet	—
IDAHO	—	No	UCC Division
ILLINOIS	184,000	Not yet	Business Services
INDIANA	90,000	Not yet	UCC Division
IOWA	50,000	Not yet	Corporations Division
KANSAS	80,000	Not yet	UCC Division
KENTUCKY	80,000 (records kept 4 years only)	No	UCC Division
LOUISIANA	—	No	UCC Division
MAINE	—	No	UCC Division
MARYLAND	94,000	No	Assessment And Taxation Department
MASSACHUSETTS	100,027	No	Corporations Division
MICHIGAN	150,000	No	Business Licenses
MINNESOTA	83,000	No	—
MISSISSIPPI	50,948	No	UCC Division
MISSOURI	71,122	No	UCC Division
MONTANA	18,300	No	UCC Division
NEBRASKA	22,000	No	Secretary of State Office
NEVADA	27,000	Not yet	UCC Division
NEW HAMPSHIRE	25,000	No	UCC Division
NEW JERSEY	—	Not yet	Division of Revenue
NEW MEXICO	32,000	No	Secretary of State Office
NEW YORK	250,597	No	Division of Corporations UCC Unit
NORTH CAROLINA	196,000	Not yet	UCC Division of SOS Office
NORTH DAKOTA	11,574	No	Central Indexing
OHIO	85,000	No	—
OKLAHOMA	84,000	No	Through each county
OREGON	45,000	Not yet	Corporations Division
PENNSYLVANIA	91,490	Not yet	Corporations Bureau
RHODE ISLAND	47,860	No	UCC Division
SOUTH CAROLINA	150,000 - 200,000	No	UCC Division
SOUTH DAKOTA	17,000	No	UCC Division
TENNESSEE	143,069	No	Secretary of State Office
TEXAS	352,294	Not yet	UCC Division
UTAH	28,000	No	Division of Corporations & Commercial Code
VERMONT	20,000	Not yet	Division of Corporations
VIRGINIA	200,000	Not yet	State Corporation of Commercialization
WASHINGTON	75,000	No	UCC Office in the Department of Licensing at the Business and Profession Division
WEST VIRGINIA	42,000	No	UCC Division
WISCONSIN	20,000	No	Department of Financial Institutions
WYOMING	15,000	Not yet	Corporations Division

— Information not available.

# Appointment Process – Qualifications

STATE	APPOINTING OFFICER	REQUIREMENTS FOR COMMISSION
ALABAMA	Individual county judges	Varies by county — 18 years old; resident of AL and county commissioned in; must have notary bond at time of commissioning.
ALASKA	LI Governor	19 years old; resident of AK.
ARIZONA	Secretary of State	18 years old; must be an AZ resident; minimum residency requirement varies.
ARKANSAS	Secretary of State	18 years old; citizen of US and resident of AR; able to read and write English; notary commission hasn't been revoked within the last 10 years.
CALIFORNIA	Secretary of State	18 years old; legal resident of CA; successful completion of an approved notary exam.
COLORADO	Secretary of State	18 years old; citizen of US; qualified elector in CO; able to read and write English.
CONNECTICUT	Secretary of State	18 years old; residence or employment in CT.
DELAWARE	Secretary of State	18 years old; good character and reputation; a reasonable need for a notary commission; legal resident of DE.
DISTRICT of COLUMBIA	Office of the Secretary	18 years old; residence or employment in DC; letter explaining need included with application; three character references included with application.
FLORIDA	Office of the Governor	18 years old; read, write, and understand English; permanent resident of FL; if convicted of a felony must have rights restored; completion of mandatory training class.
GEORGIA	Clerk of Superior Court in each county	18 years old; able to read and write English; resident of GA.
HAWAII	Attorney General	18 years old; US citizen and resident of HI.
IDAHO	Secretary of State	18 years old; residence or employment in ID; able to read and write English; No removal from office for misconduct or no conviction of a serious crime within the last 10 years.
ILLINOIS	Secretary of State	18 years old; resident of IL; able to read and write English; no revocation of commission or felony convictions in the last 10 years.
INDIANA	Secretary of State	18 years old; resident of IN.
IOWA	Secretary of State	18 years old; residence or employment in IA; no revocation of commission or felony convictions in the last 10 years.
KANSAS	Secretary of State	18 years old; resident of KS; or resident of bordering state and employed in KS.
KENTUCKY	Secretary of State	18 years old; resident of county in which application is made; of good moral character; and capable of discharging duties imposed by law.
LOUISIANA	Secretary of State	18 years old; resident of LA, in and for the parish in which applicant lives or works, provided that the notary meets the requirements established by each parish in which the notary applies.
MAINE	Secretary of State	18 years old; resident of ME; and recommended to the office by a registered voter in ME.

# Term of Office & Appointment Fees

TERM OF OFFICE	APPOINTMENT FEES	COMMENTS
4 years	\$11-\$15, varies by county	Notaries are appointed by county judges in county of residence.
4 years	\$40	AK specifically requires personal appearance. Postmasters may perform the functions of a notary public.
4 years	\$25 to Secretary of State; \$18 to Clerk of Superior Court in county of residence	Jurisdiction is statewide, though notaries are commissioned in the county of residence.
10 years	\$20	
4 years	\$100	
4 years	\$10 plus \$2 admin fee for change of address, name change, etc.	
5 years	\$60	
2 years (new) or 4 years	\$53 \$78	
5 years	\$50	
4 years	\$39	Notaries in FL are authorized to perform marriage ceremonies.
4 years	\$15	
4 years	\$40	
6 years	\$30	
4 years	\$10	
8 years	\$5	
3 years (resident) 1 year (non-resident)	\$30	
4 years	\$10	Notaries are <u>not</u> considered public officers.
4 years	\$10	There are two types of notaries in KY: notaries state-at-large and notaries under special commission.
Lifetime	Varies from parish to parish - up to \$1,000, includes education and examination, state fees, background checks, bonding, filing with parish, etc. LA notaries are civil law notaries with more involved duties than common law notaries. LA's requirements for notaries reflect this difference.	
7 years	\$25	Each new notary must swear an oath in front of a Dedimus Justice before acting as a notary. Notaries in ME are authorized to perform marriage ceremonies.

# Appointment Process – Qualifications

STATE	APPOINTING OFFICER	REQUIREMENTS FOR COMMISSION
MARYLAND	Secretary of State	18 years old; of good character, integrity, and abilities; live or work in MD.
MASSACHUSETTS	Governor	18 years old
MICHIGAN	Secretary of State	18 years old; residence or employment in MI; resident of the county where requesting a commission. In the case of nonresidents, applicants must work in the county in which commission is requested.
MINNESOTA	Governor	18 years old; resident of MN.
MISSISSIPPI	Governor	18 years old; registered voter in MS.
MISSOURI	Secretary of State	18 years old; registered voter of county of residence; able to read and write English; no commission revoked during past 10 years.
MONTANA	Secretary of State	18 years old; minimum residency of 1 year.
NEBRASKA	Governor	19 years old; application is accompanied by petition signed by at least 25 voters in county of residence.
NEVADA	Secretary of State	18 years old; resident of NV; US citizen or resident alien; possession of civil rights.
NEW HAMPSHIRE	Governor and Ex. Council	18 years old; resident of NH; 2 notaries and 1 registered voter must endorse application; must complete State Police Records Check Form; cannot be a convicted felon.
NEW JERSEY	Secretary of State	18 years old; resident of NJ or resident of adjoining state who works in NJ; not convicted of a felony above the second degree.
NEW MEXICO	Governor	18 years old; resident of NM; able to read and write English; no revocation of commission or felony convictions in the past 5 years.
NEW YORK	Secretary of State	18 years old; residence or employment in NY; must pass written exam; and must provide verification of good moral character.
NORTH CAROLINA	Secretary of State	18 years old; resident of NC or employed in NC; recommended by publicly elected official; completion of notary course approved by SOS.
NORTH DAKOTA	Secretary of State	A notary applicant must have the same qualification as an elector with regard to age and residence or must reside in a county that borders ND in a state that extends reciprocity to a notary public in a border county.
OHIO	Governor	18 years old; citizen of OH; or attorney of another state who is admitted to the practice of law in OH.
OKLAHOMA	Secretary of State	18 years old; citizen of the US; legal residence or employment in OK.
OREGON	Secretary of State	18 years old; residence or employment in OR; able to read and write English; be of good moral character; have no notary commission revoked in the preceding 5 years; no felony conviction within the last 10 years.
PENNSYLVANIA	Sec. of the Commonwealth	18 years old; registered voter; resident of PA for at least 1 year prior to commission application; be of known character, integrity, and ability.
RHODE ISLAND	Governor	Any qualified elector/resident of RI.
SOUTH CAROLINA	Governor	18 years old; must be a registered voter in SC; application must be endorsed by county delegates.
SOUTH DAKOTA	Secretary of State	18 years old; citizen of US; no felony convictions.
TENNESSEE	Governor	18 years old; citizen of US and resident of TN; no felony convictions; elected by county legislative body of county of residence.

# Term of Office & Appointment Fees

TERM OF OFFICE	APPOINTMENT FEES	COMMENTS
4 years	\$10	
7 years	\$25	
4 years	\$3	
5 years	\$40	Dept of Commerce oversees notary commissions.
4 years	\$25	Notaries are <u>not</u> considered public officers.
4 years	\$25	Non-residents can be notaries in MO if they work in MO.
4 years	\$20	
4 years	\$30	
4 years	\$35	
5 years	\$50	
6 years	\$25	
4 years	\$10	
First commission-2 yrs 4 years after July 18, 2001	\$30 (\$60 after July 18, 2001)	
5 years	\$30	
6 years	\$25	
5 years	\$5-6	Notaries apply in the counties they reside in through the local bar association.
4 years	\$25	
4 years	\$20	
4 years	\$25	
4 years	\$80	
10 years	\$25	SC notaries are authorized to perform marriage ceremonies.
6 years	\$10	
4 years	\$12	\$7 for the County Court Clerk and \$5 for the Secretary of State.

# Appointment Process – Qualifications

STATE	APPOINTING OFFICER	REQUIREMENTS FOR COMMISSION
TEXAS	Secretary of State	18 years old; resident of TX.
UTAH	Dir. of the Div. of Corporations and Commercial Code	18 years old; live in the state at least 30 days prior to applying; must be able to read, write, and understand English; must submit a complete application; must be a UT resident; must be endorsed by two state residents who are over 18.
VERMONT	Superior Court Assistant Judges	18 years old; resident of the state or a nonresident who commutes for work.
VIRGINIA	Governor	18 years old; resident of the state or a nonresident who commutes for work; must have the endorsement of two state officials and two voters.
WASHINGTON	Dept. of Licensing Dir.	18 years old; resident of the state or an adjoining state and be regularly employed in or conduct business in Washington; read and write English; submission of complete application; must submit a \$10,000 surety bond and application fee.
WEST VIRGINIA	Governor	18 years old; citizen of the United States; must be able to read and write English; must never have been convicted of a felony, or must have been pardoned. Nonresidents are eligible if they are regularly employed in the state and need the commission for employment.
WISCONSIN	Governor	18 years old; resident of the state.
WYOMING	Secretary of State	18 years old; resident of the state, or nonresident who commutes in the state for work.

# Term of Office & Appointment Fees

TERM OF OFFICE	APPOINTMENT FEES	COMMENTS
4 years	\$21	
4 years	\$20	
4 years	\$20 payable to county	
4 years	\$25	
4 years	\$20	
4 years	\$25	
4 years	\$20	
4 years	\$30	

# Notary Exam & Class Requirements

STATE	EXAM REQ'D	CLASS REQ'D	COMMENTS	STATE TRAINING
ALABAMA			No education or exam required.	
ALASKA	X		Exam in Alaska handbook.	
ARIZONA			No education or exam required.	
ARKANSAS			No education or exam required.	
CALIFORNIA	X		Exam required for new and renewing notaries.	
COLORADO			No education or exam required.	X
CONNECTICUT	X		Exam is part of application.	X
DELAWARE			No education or exam required.	
D.C.	X		Exam is oral and open-book test.	X
FLORIDA		X	Class required for new notaries.	X
GEORGIA			No education or exam required.	X
HAWAII	X		Exam is closed-book test.	
IDAHO			No education or exam required.	
ILLINOIS			No education or exam required.	
INDIANA			No education or exam required.	
IOWA			No education or exam required.	X
KANSAS			No education or exam required.	X
KENTUCKY			No education or exam required.	
LOUISIANA	X		Training suggested.	
MAINE	X		Open book exam part of application.	X
MARYLAND			No education or exam required.	
MASSACHUSETTS			No education or exam required.	
MICHIGAN			No education or exam required.	
MINNESOTA			No education or exam required.	
MISSISSIPPI			No education or exam required.	
MISSOURI			No education or exam required.	X
MONTANA			No education or exam required.	
NEBRASKA			No education or exam required.	
NEVADA			No education or exam required.	X
NEW HAMPSHIRE			No education or exam required.	
NEW JERSEY			No education or exam required.	
NEW MEXICO			No education or exam required.	
NEW YORK	X		Exam is closed-book test.	
NORTH CAROLINA	X	X	Training and exam are required prior to commission.	X
NORTH DAKOTA			No education or exam required.	
OHIO	X		Tests are administered by the county. All exams are different and not every county issues an exam.	
OKLAHOMA			No education or exam required.	
OREGON	X		Exam is open-book test and part of application.	X
PENNSYLVANIA			No education or exam required.	
RHODE ISLAND			No education or exam required.	
SOUTH CAROLINA			No education or exam required.	
SOUTH DAKOTA			No education or exam required.	
TENNESSEE			No education or exam required.	
TEXAS			No education or exam required.	
UTAH	X		Training is encouraged, but not required.	X
VERMONT			No education or exam required.	X
VIRGINIA			No education or exam required.	
WASHINGTON			No education or exam required.	
WEST VIRGINIA			No education or exam required.	
WISCONSIN			No education or exam required.	
WYOMING	X		Test in back of WY notary book is not mandatory, but is recommended.	

# Stamp/Embosser Requirements & Fees

STATE	STAMP/EMBOSSER	ALLOWABLE FEES NOTARY CAN CHARGE
ALABAMA	Embosser	Maximum fee is \$1.50 depending upon act performed.
ALASKA	Stamp/Embosser	Fees are left to the notary's discretion. State employed notaries cannot charge fees.
ARIZONA	Stamp	\$2 is maximum fee.
ARKANSAS	Stamp/Embosser	\$5 is maximum fee.
CALIFORNIA	Stamp	Maximum fee is \$20 depending upon act performed.
COLORADO	Stamp/Embosser	\$5 is maximum fee.
CONNECTICUT	—	\$5 is maximum fee.
DELAWARE	Stamp/Embosser	\$5 is maximum fee.
D. C.	Embosser	\$2 is maximum fee. Government employed notaries cannot charge fees.
FLORIDA	Stamp	\$10 is maximum fee per signature.
GEORGIA	Stamp/Embosser	\$4 is maximum fee.
HAWAII	Stamp/Embosser	Maximum fee is \$5 depending upon act performed.
IDAHO	Stamp/Embosser	\$2 is maximum fee.
ILLINOIS	Stamp	\$1 is maximum fee.
INDIANA	Stamp/Embosser	\$2 is maximum fee. Public official notaries cannot charge fees.
IOWA	Stamp/Embosser*	The statutory schedule of fees for notarial acts was repealed in 1989.
KANSAS	Stamp/Embosser	Not specified by law.
KENTUCKY	—	Maximum fee is 50 cents depending upon act performed.
LOUISIANA	—	Not specified by law.
MAINE	—	Other than \$1.50 for each protest of a bill or note, fees are left to notary's discretion.
MARYLAND	Stamp/Embosser	\$2 is maximum fee.
MASSACHUSETTS	—	\$2 is maximum fee for protests. All other fees are left to the notary's discretion.
MICHIGAN	—	\$2 is maximum fee.
MINNESOTA	Stamp	\$1 is maximum fee.
MISSISSIPPI	Stamp/Embosser	Fee range is \$2 to \$5.
MISSOURI	Stamp/Embosser	Maximum fee is \$2 depending upon act performed.
MONTANA	Stamp/Embosser	Maximum fee is \$3.50 depending upon act performed.
NEBRASKA	Stamp	Maximum fee is \$5 depending upon act performed. State employed notaries cannot charge fees.
NEVADA	Stamp	Maximum fee is \$5 depending upon act performed.
N. HAMPSHIRE	Stamp/Embosser	\$5 is maximum fee.
N. JERSEY	—	Maximum fee is \$2 depending upon act performed.
NEW MEXICO	Stamp/Embosser	Maximum fee is \$2 depending upon act performed.
NEW YORK	—	Maximum fee is \$2 depending upon act performed.
N. CAROLINA	Stamp/Embosser	\$3 is maximum fee.
N. DAKOTA	Stamp/Embosser	\$5 is maximum fee.
OHIO	Stamp/Embosser	Maximum fee is \$2 depending upon act performed.
OKLAHOMA	Stamp/Embosser	Maximum fee is 50 cents depending upon act performed.
OREGON	Stamp	Maximum fee is \$5 depending upon act performed.
PENNSYLVANIA	Stamp/Embosser	Maximum fee is \$2 depending upon act performed.
RHODE ISLAND	—	Maximum fee is \$1.50 depending upon act performed.
S. CAROLINA	—	Maximum fee is \$1 depending upon act performed.
S. DAKOTA	Stamp/Embosser	\$10 is maximum fee.
TENNESSEE	Stamp/Embosser	Maximum fee is \$1.50 depending upon act performed.
TEXAS	Stamp/Embosser	Maximum fee is \$6 depending upon act performed.
UTAH	Stamp/Embosser	\$5 is maximum fee.
VERMONT	—	Maximum fee is \$2 depending upon act performed.
VIRGINIA	—	Maximum fee is \$2 depending upon act performed.
WASHINGTON	Stamp/Embosser	Maximum fee is \$5 depending upon act performed.
WEST VIRGINIA	Stamp/Embosser	\$2 is maximum fee.
WISCONSIN	Stamp/Embosser	Maximum fee is \$1 depending upon act performed.
WYOMING	Stamp/Embosser	\$2 is maximum fee.

\* New legislation enacted requiring use of stamp or seal.

# Bond & Recordbook Requirements/Penalties for Wrongdoing

STATE	RECORDBOOK	BOND	PENALTY/ACTION
ALABAMA	X	\$10,000	— Discipline done through probate office/local DA office.
ALASKA	Recommended	\$1,000	X Complaint required in writing and verified by Attorney General. An administrative hearing can be followed by the suspension or revocation of commission.
ARIZONA	X	\$5,000	X Attorney General determines whether commission is revoked or renewal is denied.
ARKANSAS	Recommended	\$7,500*	X The complaint must be in writing to the staff attorney who has the power to revoke the commission if necessary.
CALIFORNIA	X	\$15,000	X Commission can be suspended or revoked, or application for commission can be denied.
COLORADO	X	None	X Secretary of State has the option to revoke commission.
CONNECTICUT	Recommended	None	X A disciplinary hearing is followed by reprimand, suspension, or revocation of commission.
DELAWARE	—	None	X Complaints referred to Attorney General. Commission can be revoked.
D. C.	X	\$2,000	X A written complaint must be filed with the Notary Commission Section Chief who decides what action to take. The most severe action is revocation of commission.
FLORIDA	Recommended	\$7,500	X Notary commissions can be suspended or revoked and the notary can be subject to fines and/or criminal penalties.
GEORGIA	—	None	Each county handles disciplinary action.
HAWAII	X	\$1,000	X Issues are solved verbally. State has the ability to revoke a commission but never has.
IDAHO	—	\$10,000	— —
ILLINOIS	—	\$5,000	— —
INDIANA	—	\$5,000	— There is a complaint form, but no official disciplinary procedure.
IOWA	Recommended	None	X State code encourages informal settling of disciplinary issues. If that is not possible, the commission is revoked.
KANSAS	—	\$7,500	X After review by an attorney, revocation of the commission is the ultimate penalty.
KENTUCKY	Recommended	Varies per county	— —
LOUISIANA	X (Ordinary Parish only)	\$5,000	— Notaries are not governed by the state. No bond required for attorneys.
MAINE	Recommended (Required for marriages only)	None	— Complaints are made to and handled by the Attorney General.
MARYLAND	X	None	— The notary receives a letter of reprimand for the first act of wrongdoing. In the event of a second act of wrongdoing, the commission is revoked.
MASSACHUSETTS	Recommended	None	— Complaints are referred to the Governor's council.
MICHIGAN	Recommended	\$10,000	X There is a hearing and possible revocation of commission.
MINNESOTA	—	None	X The Enforcement Division investigates. Penalties can include warnings, fines, suspension, or revocation of commission.
MISSISSIPPI	X	\$5,000	— Complaints are referred to Governor's office.
MISSOURI	X	\$10,000	— Revocation must be done through Attorney General's office.
MONTANA	Recommended	\$10,000**	— Complaints are referred to county attorney.
NEBRASKA	Recommended	\$10,000	X The commission can be revoked or in extreme cases there are court hearings.
NEVADA	X	\$10,000	X Complaints must be in writing. If wrongdoing is found, penalties are issued.
N. HAMPSHIRE	X	None	X Commission can be revoked.
N. JERSEY	X	None	— The state isn't involved in notary discipline. If a notary case goes through the court system, the state will be notified to revoke the commission.
NEW MEXICO	X (For Notices of Protest only)	\$500	Secretary of State has no authority to discipline notaries.

\* Recent legislation passed increasing bond from \$4,000 to \$7,500.

\*\* Recent legislation passed increasing bond from \$5,000 to \$10,000.

# Bond & Recordbook Requirements/Penalties for Wrongdoing

STATE	RECORDBOOK	BOND	PENALTIES/ACTION
NEW YORK	—	None	X If a notary is accused of wrongdoing, he/she has the right to an administrative hearing before an administrative law judge.
N. CAROLINA	—	None	X Complaints must be received in writing. If wrongdoing is found, the notary's commission can be suspended or revoked, depending on the severity of the wrongful act.
N. DAKOTA	Recommended	\$7,500	X A letter is written to the Attorney General who can then revoke the commission, reprimand the notary, or assess a fee. <small>(Req'd for holders of Proxies only)</small>
OHIO	X	None	— Discipline/complaints are handled individually by each county.
OKLAHOMA	X	\$1,000	— Complaints go through the court system.
OREGON	X	None	X Discipline alternatives include a letter of advice, a warning, suspension, or revocation of the commission.
PENNSYLVANIA	X	\$3,000	— Complaints are sent to the state prosecution office.
RHODE ISLAND	—	None	— Complaints are referred to the local police.
S. CAROLINA	—	None	— There is no policy unless the notary has done a false certification. In that case, the notary can be tried through the county and the commission can be revoked.
S. DAKOTA	Recommended	\$5,000	— Complaints are kept on file and commissions are revoked with a court order.
TENNESSEE	X	\$10,000	— —
TEXAS	X	\$10,000	— Handled through the legal office.
UTAH	—	\$5,000	X Notary administrator and commissioning office have the authority to revoke, suspend, or deny a commission with cause. There is an administrative hearing process in place if a notary wishes to appeal a decision.
VERMONT	—	None	— Secretary of State has no jurisdiction over notary discipline. Complaints must be made to assistant judge of the superior court.
VIRGINIA	—	None	X Notaries are penalized through reprimand, suspension, and revocation of their commissions.
WASHINGTON	—	\$10,000	X Complaints are investigated and if wrongdoing is found the commission can be revoked.
WEST VIRGINIA	—	None	— Due to change in staff this process is being revised.
WISCONSIN	—	\$500 (none for attorneys)	— Complaints are forwarded to the Governor's office.
WYOMING	Recommended	\$500	— Discipline is handled at the county level.

X Is required or applicable

— Information not available or on record

# Contact Information

STATE	CONTACT PERSON	OFFICE/ADDRESS
ALABAMA	Jane Ryals, Notary Registrar	Office of the Secretary of State, PO Box 5616, Montgomery, AL 36103-5616
ALASKA	Scott Clark, Notary Administrator	Office of the Lieutenant Governor, PO Box 110015, Juneau, AK 99811-00015
ARIZONA	Connie Copeland, Director	Notary Section, 700 West Washington, 7th Floor, State Capitol Executive Tower, Phoenix, AZ 85007
ARKANSAS	Claudia Counts, Business Services Manager	Office of the Secretary of State, Corporations Division, State Capitol, Little Rock, AR 72201-1094
CALIFORNIA	Alicia Stewart, Manager	Notary Public Section, PO Box 942877, Sacramento, CA 94277-0001
COLORADO	Geri Andrews, Notary Public Clerk	Office of the Secretary of State, 1560 Broadway, Suite 200, Denver, CO 80202
CONNECTICUT	Peter J. Barturca	Notary Public Unit, 30 Trinity Street, Hartford, CT 06106
DELAWARE	Veronica Holmes, Notary Administrator	Office of the Secretary of State, 401 Federal Street, Suite 3, Dover, DE 19901
D. C.	Roslyn Brown, Section Chief	Notary Commission & Authentication Section, 441 4th St., Room 1C-090, Washington, DC 20001
FLORIDA	Jennifer Bertsch, Notary Education Coordinator Charles Canady	Office of the Governor, Notary Section, The Capitol, Rm 2009, Tallahassee, FL 32399-0001 Notary Commissions and Certifications Section, Dept. of State, State Capitol, Rm 1801, Tallahassee, FL 32399-0001
GEORGIA	Mike Smith, Communications Director	Georgia Superior Court, Clerks' Cooperative Authority, 1875 Century Blvd., Suite 100, Atlanta, GA 30345
HAWAII	Ann Yuuki, Legal Assistant	Department of Attorney General, 425 Queen Street, Honolulu, HI 96813
IDAHO	Debbie Farnsworth, Administrative Secretary	Office of the Secretary of State, Box 83720, Boise, ID 83720-0080
ILLINOIS	Christine Works, Notary Division Supervisor	Index Department, 111 East Monroe Street, Springfield, IL 62756
INDIANA	Pam Neff, Notary Public Deputy	Notary Department, State House, Rm 201, Indianapolis, IN 46204
IOWA	Rob Bernsen, Director of Business Services	Corporations Division, Lucas Office Building, 1st Floor, Des Moines, IA 50319
KANSAS	Georgia Lott, Notary Administrator	Office of the Secretary of State, First Floor Memorial Hall, 120 SW 10th Ave., Topeka, KS 66612-1594
KENTUCKY	Kim Bagwell, Administrative Specialist Principal	The Notary Public Division, Office of the Secretary of State, PO Box 821, Frankfort, KY 40602-0821
LOUISIANA	Cynthia Cotten, Administrative Specialist	Notary Division, PO Box 94124, Baton Rouge, LA 70804
MAINE	Timothy R. Poulin, Notary Public Officer	Bureau of Corporations, Elections & Commissions, 101 State House Station, Augusta, ME 04333-0101
MARYLAND	Debbie Elliott, Notary Public Officer	Notary Division, Office of the Secretary of State, State House, Annapolis, MD 21401
MASSACHUSETTS	Frances Gould, Director	Notary Section, Office of the Secretary of the Commonwealth, One Ashburton Place, Rm 1719, Boston, MA 02108
MICHIGAN	Elena Beasley, Manager	Office of the Great Seal, 717 West Allegan St., Lansing, MI 48918
MINNESOTA	Julie Leithauser, Licensing Analyst	Licensing Division, 85 7th Place East, Suite 600, St. Paul, MN 55101-3165
MISSISSIPPI	Nan Ainsworth, Records Analyst	Enforcement/Regulation Notaries, PO Box 136, Jackson, MS 39205 or 202 N. Congress St., Jackson, MS 39201
MISSOURI	Brenda Rieke, Division Director	Commissions Division, PO Box 784, Jefferson City, MO 65102-0784
MONTANA	Lisa Thompson, Notary Compliance Specialist	Office of the Secretary of State, State Capitol, PO Box 20281, Helena, MT 59620
NEBRASKA	Debbie Pester, UCC/Notary Administrator	Notary Division, PO Box 95104, Lincoln, NE 68509
NEVADA	Laura "Bru" Ehrldge, Notary Division Officer	Office of the Secretary of State, 101 N. Carson Street, Suite 3, Carson City, NV 89701
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N. JERSEY	Monica Jakovitz, Notary Supervisor	Division of Revenue, Notary Public Unit, PO Box 452, Trenton, NJ 08625
NEW MEXICO	Peter C. Garcia, Director	Office of the Sec. of State, State Capitol, Suite 420, Santa Fe, NM 87503
NEW YORK	Daniel E. Shapiro, Assistant Director	Licensing and Services Division, Department of State, 84 Holland Ave., Albany, NY 12208-3490
N. CAROLINA	Jayle P. Holder, Administrator	The Notary Public Section, Dept. of the Sec. of State, PO Box 29622, Raleigh, NC 27626-0622
N. DAKOTA	Mary Feist, Supervisor	Admin. & Lic. Div., Office of the Secretary of State, 600 East Boulevard Ave., Dept. 108, Bismark, ND 58505-0500
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WEST VIRGINIA	Catherine Frerotte, Executive Assistant	Office of the Secretary of State, State Capitol, Suite 157-K, Charleston, WV 25305-0775
WISCONSIN	Marjorie Ulman, Administrator	Gov't Records Division, Office of Sec. of State, Notary Records, PO Box 7848, Madison, WI 53707
WYOMING	Jeri Melsness, Documents Registrar	Office of the Secretary of State, State Capitol, Cheyenne, WY 82002

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(907) 465-3509	<a href="mailto:notary@gov.state.ak.us">notary@gov.state.ak.us</a>	<a href="http://www.gov.state.ak.us/lgov/notarynews/Index2.html">www.gov.state.ak.us/lgov/notarynews/Index2.html</a>
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(501) 682-3409	<a href="mailto:business@sosmail.state.ar.us">business@sosmail.state.ar.us</a>	<a href="http://www.sosweb.state.ar.us/business.html">www.sosweb.state.ar.us/business.html</a>
(916) 653-3595	<a href="mailto:notaries@ss.ca.gov">notaries@ss.ca.gov</a>	<a href="http://www.ss.ca.gov/business/notary/notary.htm">www.ss.ca.gov/business/notary/notary.htm</a>
(303) 894-2680	—	<a href="http://www.sos.state.co.us/pubs/info_center/contact.html">www.sos.state.co.us/pubs/info_center/contact.html</a>
(860) 509-6230	<a href="mailto:peter.bartucca@po.state.ct.us">peter.bartucca@po.state.ct.us</a>	<a href="http://www.sols.state.ct.us/RecordsLegislativeServices/RLSIndex.html#Notary">www.sols.state.ct.us/RecordsLegislativeServices/RLSIndex.html#Notary</a>
(302) 739-4111	—	<a href="http://www.state.de.us/sos/nphome.htm">www.state.de.us/sos/nphome.htm</a>
(202) 727-3117	—	<a href="http://os.dc.gov/info/notary/notary.shtml">os.dc.gov/info/notary/notary.shtml</a>
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(808) 586-1218	—	<a href="http://www.state.hi.us/ag/notary/content.htm">www.state.hi.us/ag/notary/content.htm</a>
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