

ADMINISTRATIVE POLICY NO. 14-03
CITY AND BOROUGH OF SITKA (CBS) NOTARY POLICY

I. POLICY ISSUANCE

This policy sets forth the rights and responsibilities of Notaries commissioned by the State of Alaska during their employment with CBS.

II. PURPOSE

In the course of their duties, it may be necessary to have an employee duly commissioned as a Notary Public for the State of Alaska. If the City and Borough of Sitka requires an employee to obtain a notary commission, CBS will pay for the expense of the notary fee, bond, stamp, and necessary supplies. These costs will be paid for employees only upon satisfactory completion of any probationary period and passing the State of Alaska test for Notaries.

III. POLICY REQUIREMENTS

Requirements to become a notary can be found on the State of Alaska webpage: <http://ltgov.state.ak.us/notary/>.

A notarial commission is the responsibility of the individual notary. Because of the individual notary's responsibility for their notarial acts, the notary seal of a commissioned notary is the property of the notary and shall remain in their possession and shall not be surrendered to CBS upon termination of employment.

CBS notaries are encouraged to attend periodic local training and to seek assistance from the Municipal Clerk's office, the CBS Legal Department, or the Notary Administrator of the State of Alaska, in the Lt. Governor's Office.

IV. POLICY GUIDELINES

The following steps shall be taken while performing notarial acts during the course of employment with CBS:

1. Adhere to applicable State of Alaska Statutes.
2. Require the personal presence of the signer.
3. Require a proper notarial certificate.

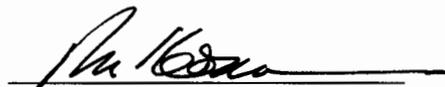
4. Examine the document for completeness and appropriate date.
5. Check the signer's identification documents unless personally known.
6. Give the oath/affirmation or acknowledgement aloud to the signer, if applicable, and hear an affirmative response aloud from the signer.
7. Complete the notarial certificate and affix the notarial seal.
8. For notarial acts performed during the course of an employee's employment, no fee shall be collected.

It is required for all non-CBS-related notarial acts to be recorded in a notary record book, including having the signer sign the record book. This is **not required** for CBS-related notarial acts. CBS highly discourages notarizing non-CBS-related documents, but does not disallow it.

V. GENERAL PROVISIONS

- A. Scope: this policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.
- B. Authority to promulgate policy: The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Sitka, Alaska, this 20 day of August, 2014.


Mark Gorman
Municipal Administrator