

ADMINISTRATIVE POLICY NO. 06-06

CBJ NOTARY POLICY

1. POLICY ISSUANCE

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

2. 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 Juneau requires an employee to obtain a notary commission, CBJ 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.

3. Regular Commissioned Notary 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 CBJ upon termination of employment.

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

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

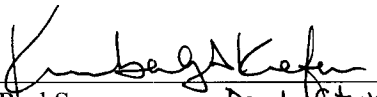
1. Adhere to applicable State of Alaska statutes.
2. Require the personal presence of the signer.
3. Require a proper notarial certificate.
4. Examine the document for completeness and appropriate date.
5. Check the signer's identification documents unless personally known.
6. Give the oath/affirmation 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-CBJ-related notarial acts to be recorded in a notary record book, including having the signer sign the record book. This is not **required** for CBJ-related notarial acts.

4. **GENERAL PROVISIONS**

- A. Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska under the general direction of the City Manager.
- B. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- C. Effective Date: This policy will take effect on: December 29, 2006.

Dated at Juneau, Alaska, this 29th day of December, 2006



Rob Swope Deputy City Manager
City and Borough Manager