



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 50.15, **Notary Appointments**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish an orderly method to apply for an appointment to serve as a notary public when such services are required.

**REVIEW:** This HSCEP OP will be reviewed on July 15 of every fourth year (E4Y) by the director of Accounting Services, with recommendations for revisions forwarded to the chief financial officer by August 1.

### **POLICY/PROCEDURE:**

- I. **General.** A Texas Notary Public is a public servant commissioned by the Secretary of State. New and existing appointees should review and understand eligibility requirements and other important information available on the Texas Secretary of State website at <https://www.sos.state.tx.us/statdoc/notary-public.shtml>.

To become a notary public in Texas, you must:

- a) Be a Texas Resident;
- b) Be at least 18 years of age, and
- c) Maintain no convictions for a felony or a crime involving moral turpitude (theft, various misdemeanors).

The Secretary of State Office runs background checks on all notary applicants. If the Office discovers a notary public is not eligible at any time, the Office will reject a notary application or revoke the notary commission. As of Sept. 1, 2002, state employees designated by a state agency to be a notary public are no longer required to purchase a notary bond (H.B. 1203). All other notary regulations must be followed. The state provides defense and indemnification to a state employee for damages, attorney's fees, and court costs adjudged against them when the damages are based on an act or omission in the course and scope of the person's employment (Civil Practice and Remedies Code Section 104.001).

- II. **Process for Application/Renewal of State Employee's Notary Commission without Bond.** The application form 2301-NB is available on the Secretary of State website or may be obtained by writing the Office of the Secretary of State, Notary Public Unit, PO Box 13375 Austin, Texas 78711.

The steps for completing the process are as follows:

- a) Complete the application, Application for Appointment as a Texas Notary Public – no Bond (SORM Form 2301-NB), for state employees who will not be providing a notary bond. The form can be completed online at: <https://www.sorm.state.tx.us/wp-content/uploads/2018/11/2301-nb.pdf>.
- b) Read and complete the State Employee Notary Acknowledgement Form (SORM Form 203). This form can be found online at:

[https://www.sorm.state.tx.us/wp-content/uploads/2018/04/SORM\\_203\\_NAF.pdf](https://www.sorm.state.tx.us/wp-content/uploads/2018/04/SORM_203_NAF.pdf).

- c) Mail the following (all three items must be received at one time) to: State Office of Risk Management, Bonds & Insurance Section, P.O. Box 13777, Austin, TX 78711-3777.
- 1) Original completed application,
  - 2) Original completed acknowledgment form; and
  - 3) Proof of employment - Acceptable proof of employment is payment by the state agency or institution of higher education. Payment by a State agency or institution of higher education is acceptable proof of employment. When the filing fee is paid by check, the TTUHSC El Paso check should be included as payment and is accepted as proof of employment. When paid by an Interagency Transaction Voucher (ITV), a copy of the ITV, including the applicant's name in the USAS transaction description, should be included as proof of employment. A copy of TTUHSC El Paso's purchase order is not an acceptable substitute for the ITV with USAS transaction description. See Payment of Fees section below for more information regarding determining payment method.

Once the application has been received by the State Office of Risk Management, allow a minimum of five (5) business days for the Bonds and Insurance section to process your application. If SORM has received all of the necessary documentation, they will forward your application to the Secretary of State's Office for their commission issuance. The Secretary of State may take several weeks to process. Renewals should be submitted no earlier than 90 days before the expiration date of the current commission. Individuals can check the status of their application with the Secretary of State's Office by accessing the SOS Notary Search page at: <https://direct.sos.state.tx.us/notaries/NotarySearch.asp>.

- III. Payment of Fees.** A TechBuy Requisition should be prepared and made payable to the applicable agency in accordance with the instructions on the application form.
- (a) The amount of the TechBuy Req should match the applicable notarization fee. In rare cases where a notary bond is required, a separate TechBuy Req must be submitted to pay the insurance agency or bonding company.
  - (b) Educational and General (E&G) funds may be used only if Texas statute requires that department documents be notarized. When such a requirement exists, E&G funds may be used if the statute is clearly referenced on the TechBuy Req in the description area.
  - (c) Within the description area, the TechBuy Req should indicate the name of the notary public appointee and the institutional purpose/benefit of the appointment.
- IV. Risk Management.** The Texas Tech University System Office of Risk Management is available to assist with the renewals of notary appointments.