



**Department:** Administration  
**Policy:** Notary Services  
**Date:** February 17, 2023

### **POLICY ISSUANCE**

This policy sets forth the rights and responsibilities of notaries commissioned by the State of Colorado during their employment in the Administration Department ("Department"), City of Dacono ("City").

### **PURPOSE**

In the course of their duties, it may be necessary to have an employee duly commissioned as a notary public. If the City requires an employee to obtain a notary commission, the City of Dacono will pay for the expense of the notary fee, bond, stamp, and necessary supplies.

### **REQUIREMENTS**

Requirements to become a notary can be found on the State of Colorado webpage:  
<http://www.sos.state.co.us/pubs/notary/notaryHome.html>

A notarial commission is the responsibility of the individual notary. The notary seal is the property of the notary and shall remain in his/her possession and shall not be surrendered to the City of Dacono upon termination of employment.

Notaries will be required to attend periodic training.

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

1. Adherence to applicable City, State, and Federal laws.
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. If applicable, administer the oath/affirmation or acknowledgement to the signer.
7. Complete the notarial certificate and affix the notarial seal.
8. For notarial acts performed, a fee of \$2 per notarized page will be collected.
9. All notarial acts shall be recorded in a notary record book, including having the signer sign the record book.
10. The City Clerk will not notarize documents that contain any other signature(s) to which he/she must attest.

### **GUIDELINES**

These guidelines are to be followed:

1. Notary Services will be provided by appointment only.

2. Identification will be required (unless the client is personally known to the Notary). List of acceptable documents are:
  - a. A passport, driver's license, or government-issued non-driver identification card that is current or expired not more than one year before performance of the notarial act; or
  - b. Another form of government identification issued to the individual that is current or expired not more than one year before performance of the notarial act, containing the signature or a photograph of the individual, and is satisfactory to the Notary.
  - c. By a verification on oath or affirmation of a credible witness personally appearing before the officer and known to the officer or whom the officer can identify on the basis of a passport, driver's license, or government-issued non-driver identification card that is current or expired not more than one year before performance of the notarial act.
3. Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
4. Documents must be pre-printed with the notary blocks. Examples of notary block language can be found online at the Colorado Secretary of State's website:  
<http://www.sos.state.co.us/pubs/notary/formatExamples.html#copy>
5. The City will not provide witnesses. A witness must also provide valid photo identification.
6. In order to ensure accurate journal descriptions of documents, only documents written in the English language will be accepted for notarization. Documents written in any other language will not be accepted for notarization. Those who present documents for notarization in languages other than English will be encouraged to use a Notary who can read the language of the documents.
7. The information must be clearly written. The notary and the customer requesting notary service must be able to clearly communicate directly with each other.
8. Appointments are scheduled at the discretion of the City Clerk and are limited to the availability of qualified staff.
9. Notary service is not available for:
  - a. Election-related materials
  - b. Depositions
  - c. Documents relating to the mental and/or physical capacity of another person
  - d. Real Estate or Lending Documents
  - e. Remote or Electronic Notarization
10. No Certified copies will be provided of a record that can be obtained from any of the following offices in this state:
  - a. A Clerk and Recorder of public documents
  - b. The Secretary of State
  - c. The State Archives
  - d. An Office of Vital Records
11. Notaries will not provide service if the customer, the document or any circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty.
12. Should a problem appear/occur, the notary may at his/her sole discretion, decline to provide notary service.