STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**		POLICY AND PROCEDURE NUMBER **02.01.080**	PAGE 1 of 2
		EFFECTIVE DATE April 3, 2006	
SUBJECT **Notary Public Services**		SUPERSEDES 21-3000	DATED October 2, 1984
CHAPTER **Administration**	SECTION **General Administration**	APPROVED BY Mike Barton	

PURPOSE

This formalizes the policy and procedure of the department on employees who provide notary public services to the department as part of their job duties.

POLICY

The appointment of a notary public will be confined to department employees considered essential to facilitate efficient administration of official department business. These employees will apply for and use a *limited governmental notary public commission* under Alaska Statute (AS) 44.50.010(a)(2).

Employees who were commissioned as *notaries public of the state* prior to July 1, 2005 may use their commissions to conduct official department business until their commissions expire or they leave employment in this department.

PROCEDURE

The lieutenant governor commissions notaries public. Employees who need to be commissioned are directed to the Office of the Lieutenant Governor website and to AS 44.50 (Notaries Public) for information and forms.

The person identified on the "Employer Approval for Alaska Limited Governmental Notary Commission" form (or a successor form devised for the same purpose) as the individual who is authorizing issuance of the commission is the appropriate regional director or deputy commissioner, or the commissioner. Only the signature of that person or designee is required to authorize issuance.

The purchase of a seal needed for the performance of duties as a *limited governmental notary public* will be made with department funds. A copy of the certificate of commission is required to support the purchase.

Employees commissioned as *limited governmental notaries public* are reminded that their commissions end when their government employment ends. When that occurs,

they are obligated under AS 44.50.067 to resign their commissions immediately and they are obligated under AS 44.50.064 to deface or destroy their seals.

Employees commissioned as *notaries public of the state* will surrender their commission certificates and seals to the employer on separation from employment in this department.

AUTHORITY

AS 44.50

IMPLEMENTATION RESPONSIBILITY

Regional directors, deputy commissioners, supervisors, employees commissioned as limited governmental notaries public, and employees commissioned as notaries public of the state

DISTRIBUTION

All department employees via the DOT&PF website