TO: ALL COUNTY PERSONNEL

FROM: VERDENIA C. BAKER

**COUNTY ADMINISTRATOR** 

PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET (OFMB)

SUBJECT: NOTARY PUBLIC COMMISSION

PPM #: CW-O-009

ISSUE DATE
April 12, 2024

EFFECTIVE DATE
April 12, 2024

## **PURPOSE:**

To establish guidelines governing requests for notary public commissions.

### **UPDATES**:

Future updates to this PPM are the responsibility of the Director of OFMB.

### **AUTHORITY:**

- F.S. 113.01, as may be amended
- F.S. 116.35, as may be amended
- F.S. 117.01, as may be amended
- F.S. 117.05, as may be amended
- Palm Beach County Administrative Code, Section 305.16, as may be amended

### **POLICY:**

## I. Requests for Notary Public Commissions

All requests for new or renewal notary public commissions by an employee must be submitted to the employee's Department Head, acting as the County Administrator's designee, for written approval.

The Department Head will be responsible for assuring that the number of employees authorized a notary public commission payment within his/her Department is not excessive.

## II. Notary Commission and Seal

The notary public seal and certificate of commission are the exclusive property of the notary public and must be kept under the direct and exclusive control of the notary public. The seal and certificate of commission must not be surrendered to the County upon termination of employment, regardless of whether the County paid for the seal or the commission.

## III. Reimbursement to County

Any employee authorized a notary commission payment by the Board of County Commissioners (BCC), whose employment is terminated prior to expiration of his/her notary commission, shall reimburse the BCC for the number of months remaining on his/her commission according to the rate paid by the BCC. The Department Head will be responsible for assuring that separation processes are in place to track and account for reimbursement upon employee termination.

Reimbursement will not be required when an employee is laid-off due to reduction in work force.

## **PROCEDURE:**

1. The attached "Palm Beach County Justification Form - Notary Public Commission" (Attachment A) will be submitted to the Department Head, along with official State of Florida forms, as required by the Department of State, Notary Commissions and Certifications Section.

Additional information on how to become a Florida Notary as well as current forms are available at: <a href="http://notaries.dos.state.fl.us/">http://notaries.dos.state.fl.us/</a>.

- 2. If approved, the Palm Beach County Justification Form and State of Florida forms will be forwarded to the Finance Department for payment. The employee may, at his/her expense, purchase insurance coverage in excess of the standard amount provided with the commission.
- 3. The Finance Department will forward the State of Florida forms and payment to the appropriate Agency as designated by the State.

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VERDENIA C. BAKER COUNTY ADMINISTRATOR

#### **Supersession History:**

- 1. AO Number 1 13, effective 4/10/79
- 2. PPM #CW-O-009, effective 7/1/88
- 3. PPM #CW-O-009, effective 7/1/95
- 4. PPM #CW-O-009, effective 4/1/09
- 5. PPM #CW-O-009, effective 11/1/11
- 6. PPM #CW-O-009, effective 1/13/17

# PALM BEACH COUNTY JUSTIFICATION FORM

## NOTARY PUBLIC COMMISSION

		Date	
DEP	ARTMENT		
1.		Signature	
	Employee will abide by the p	olicies in Countywide PPM CW-O-009.	
2.	Employee Position Title		
3.	Division of Section Assigned		
4.	Physical Location(i.e., building, floor, room	n number)	
5.	Types of documents to be notarized	d	
6.	Anticipated frequency of use		
7.	Current number of notaries public	in:	
	Department Division Section		
8.		ty for issuance of notary public commission:	
	(If additional space is necessary, use reverse side.)		
9.	Account Number to be charged		
10.	Cost of Notary Commission		
		Signature	, Supervisor
		APPROVED:	
		Department Head Signature	