



Utah State
RISK MANAGEMENT NOTARY PUBLIC BOND
APPLICATION INSTRUCTIONS
for
Utah State Employees
and
Employees of State Institutions of Higher Education

Procedure for Application:

1. The employee completes and signs the Risk Management Notary Bond as “Principal”. The employee’s signature must be notarized. This form must be signed by the employee’s Department Director or authorized designee.
2. The employee completes and signs “State of Utah Application for a Commission as a Notary Public”.
3. The employee reads and signs the “Acknowledgment of Notary Commission Limitation” form.
4. The employee submits:
 - (a) Completed State of Utah Application for a Commission as a Notary
 - (b) Examination Results Notification (original) from PSI
 - (c) Completed Risk Management Notary Bond
 - (d) Signed Acknowledgment of Notary Commission Limitation
 - (e) Submit Examination Grade Report, Risk Bond, Acknowledgment and Application

To: State of Utah
Lt. Governor’s office
Utah State Capitol Suite 220
PO Box 142325
Salt Lake City, UT 84114-2325

NOTE: No fee required for applicant submitting Risk Management Notary Bond.

5. The Lt. Governor’s office will review the application and mail a “Certificate of Authority of Notary Public” to the employee.
6. The Department/Employee is responsible to obtain his/her own notary seal. NOTE: Rubber, purple ink stamp with notary’s name, business address and notary expiration date is now required by law.
7. Upon termination from State employment the employee’s Notary Commission is canceled. The employee’s Department Head or designee is responsible for informing the Lt. Governor’s Office of the employee’s termination. If the employee transfers to another department and/or changes addresses within State employment, it is the employee’s responsibility to notify the Lt. Governor’s Office of the new department and/or address change.

NOTARY PUBLIC BOND for
Utah State Employees and
Employees of Utah State Instructions of Higher Education

KNOW ALL BY THESE PRESENTS, That I am an employee of the State of Utah or of a State Institution of Higher Education in Utah giving an individually dated oath of office as Principal, and the State Risk Management Fund established under 63a-4-201, Utah Code annotated 1953, as Surety, are held and firmly bond in the sum of Five Thousand Dollars (\$5,000) lawful money of the United States, to be paid to the State of Utah, for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That WHEREAS, the Office of the Lieutenant Governor of the State of Utah is about to appoint and commission the above bounden Principal as Notary Public in and for the State of Utah,

NOW, THEREFORE, if the said Principal shall well and truly perform the duties of the Notary Public, as aforesaid, during his/her incumbency of said office under and by virtue of the commission aforesaid according to law, and faithfully discharges the duties which may be required from him/her by any law that may be enacted subsequent to the execution of this bond, then this obligation shall become void, otherwise to remain in full force and effect.

State of Utah Risk Management Fund

Roger Livingston

Roger Livingston, Risk Manager

Date: March 6, 2006

State Employee (Please Type or Print)

Name: _____

Department: _____

Street Address: _____

City/Zip: _____

County: _____ Date: _____

I do solemnly swear that I am a citizen of the United States or legally residing in the State of Utah. I am at least eighteen years of age, and I am a bona fide resident of the State of Utah. I am an employee of the State of Utah or of a Utah Institution of Higher Education, and that I will support, obey and defend the Constitution of the United States, and the Constitution of the State of Utah, and that I will discharge the duties of my office as a notary public with fidelity.

Signature of Employee as Principal

Subscribed and sworn before me on this ____ day of _____, 2____

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Notary Public

Commission Expiration

DEPARTMENT HEAD OR DESIGNEE

I hereby request the state employee named herein, be commissioned as a Notary Public and do hereby authorize this application for commission as a notary public.

Title: _____ Name: _____

Signature: _____ Date: _____

**Utah State Employee/Notary Public
ACKNOWLEDGMENT
OF
Notary Commission Limitation**

Employees of the State of Utah who apply for and are issued a notary public commission in connection with an in relation to their State employment are not required under State statute to file a notary public surety bond. Instead, State employee notaries are “bonded” by the State Risk Management Fund.

As a state employee/notary public, your notary commission expires automatically upon your termination or discontinuation of State employment. You shall surrender your notary seal and Certificate of Authority to the Office of the Lieutenant Governor of the State of Utah immediately upon your termination or discontinuation of State employment.

It is unlawful to perform any notarial act without a current notarial commission and a filed notary surety bond or Utah Risk Management Bond for eligible employees. Such illegal activity may result in very serious civil and criminal liability. You may apply for a new 4-year notary commission and file a surety bond when you leave State employment and thereby continue your notarial service.

We require that your notary application be accompanied by a signed acknowledgment of having read and understood the foregoing notice and of your agreement to comply therewith.

I _____ do hereby certify that I have read the foregoing statement and acknowledgment and that I understand its provisions and do hereby agree to comply fully therewith this ____ day of _____ 2____.

Signed: _____

Office of the Lieutenant Governor
Utah State Capitol Suite 220
PO Box 142325
Salt Lake City, UT 84114-2325