

## **NOTARY SERVICES**

### **Policy 360**

#### **.1 PURPOSE**

To establish a consistent practice for county departments on notary procedures and fees for services.

#### **.2 APPLICABILITY**

This policy applies to all Clallam County offices/departments and to all County Officials and their employees.

#### **.3 POLICY**

It is the policy of Clallam County to provide notary services for documents directly related to county business. Private businesses in Clallam County provide notary services as a part of their business. Notary requests for documents not directly related to County business will be referred to the private sector.

#### **.4 GENERAL PROVISIONS**

##### **4.1 Availability of Notaries**

Departments that have documents requiring notarization as part of county business will have a notary available to perform this function. Departments should have adequate notaries to cover their Department's needs at all times. This may require having more than one notary per Department. Fees required for bonding and licensing will be paid by the department.

##### **4.2 Duties of Notaries**

Notaries will acquaint themselves with publications outlining standard notary procedures and decline notarizing documents presented by persons lacking proper identification or documents of questionable origin or purpose.

Notaries shall comply with requirements according to the statutes of the State of Washington (RCW 42.44 and WAC 308-30).

#### 4.3 Fees for Notary Services

County Departments generally notarize two types of documents related to County business. The first are government forms and documents that are either generated by or initiated by the County as part of a County process or received from another government agency and required to be processed by the County. Unless otherwise provided by law, no fee will be charged for notarizing this type document.

The second type of documents are those that, while not directly County related, require notarization in order to be filed, recorded, or processed by the County. No fee will be charged by Departments providing notary services for this type of document.

#### 4.4 Notarizing Non-County Business Documents for County Employees

County notaries may notarize documents not related to County business for County employees and volunteers, at their discretion, if the act is occasional and does not interfere with the performance of either the employee or notary's duties. In addition, County notaries should avoid notarizing personal documents for employees or volunteers where the document is an action involving the County or when they suspect their notarization of the document may require them to become a witness in a court action.

County notaries choosing to notarize documents not related to County business shall not charge a fee.

#### 4.5 Bond and Insurance

Notaries are required by the State of Washington to be bonded. County Officials will ensure that notaries doing County business are bonded by the County for the higher of \$10,000 or the statutory requirement. Additional errors and omissions coverage is not required with the bond for County notary activities since the County already covers these activities through its general errors and omissions policy.

The County does not provide bonding or errors and omissions insurance for non-County notary services. County employees performing notary services other than County business must provide a separate bond and errors and omissions policy at their own expense.