



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.15, Notary Appointments

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the policies and procedures for Notary Publics and Operations.

A Notary Public is a public servant commissioned by the Secretary of State. Employees should review and understand eligibility requirements and other information available on the Texas Secretary of State website at <http://www.sos.state.tx.us/doc/index.shtml>

The information in this OP was taken from the Texas Secretary of State website (<http://www.sos.state.tx.us>)

(<http://www.sorm.state.tx.us>) and the State Office of Risk Management website (<http://www.sorm.state.tx.us>). Any changes in statutory requirements will be posted on such websites and supersede this OP.

2. Process for Application/Renewal of State Employee's Notary Commission without Bond

- (a) Read and complete the Application for Appointment as Texas Notary Public-Without Bond (SORM Form 203), for state employees who will not be providing a notary bond, available online at <https://www.sorm.state.tx.us/insurance-services/notary-without-bond-forms/>.
- (b) Read and complete the State Employee Notary Acknowledgment (SORM Form 2301-NB) available online at <https://www.sorm.state.tx.us/insurance-services/notary-without-bond-forms/>.
- (c) Send packet containing all of the following items (all three items should be sent at one time) to:
State Office of Risk Management
Bonds and Insurance Section
PO Box 13777
Austin, TX 78711-3877

- (1) Original completed Application for Appointment as Texas Notary Public-No Bond
- (2) Original completed State Employee Notary Acknowledgment
- (3) Proof of employment. Payment by a State agency or institution of higher education is acceptable proof of employment. When the filing fee is paid by check, the TTUHSC check should be included as payment and is accepted as proof of employment. When paid by ITV, a copy of the ITV, including the applicant's name in the USAS transaction description, should be included as proof of employment. A copy of TTUHSC's purchase order is not an acceptable substitute for the ITV with USAS transaction description. See Payment of Fees section below for more information regarding determining payment method.

3. **Payment of Fees.** The filing fee for new or renewal applications may be paid by interagency transfer voucher (ITV) when paid using State appropriated (E&G) funds (Banner funds 11-12) or by TTUHSC check payable to the Secretary of State when paid from other allowable sources. Personal checks will not be accepted.

A TechBuy requisition should be submitted payable to the Secretary of State per the instructions on the application form.

- (a) State appropriated (E&G) funds (Banner funds 11-12) may be used only if Texas statute requires that departmental documents be notarized. The following items should be clearly stated in the description area of the TechBuy requisition:
 - i. the applicable State statute,
 - ii. the name of the employee/applicant, and
 - iii. the institutional purpose/benefit of the appointment
 - (b) When other non-appropriated funds are used, include the name of the employee/applicant in the description area of the TechBuy requisition.
4. **Risk Management.** The Texas Tech University System Office of Risk Management is available to assist with the renewals of notary appointments.