

## **ADMINISTRATIVE BULLETIN NO. 24**

*Issued: February 7, 2002*

### **SUBJECT: NOTARY PUBLIC COMMISSIONS**

Instructions for obtaining a notary public commission for a staff member are as follows.

- a. Contact the Secretary of State to obtain necessary application materials, which will include a fingerprint card. The application is to be completed by the nominated staff person.
- b. Follow the instructions for the examination process, and contact the Fingerprint Section of the Sheriff's Department to complete the fingerprint card.
- c. Submit a Claim for Payment to the Auditor-Controller-County Clerk requesting a warrant, payable to the Secretary of the State, to cover the costs of the application fee.
- d. Prepare the certification and cover letter. See Exhibits A and B for samples. Note: all department heads have been designated by the Board of Supervisors as the County's duly authorized representative as required for completing the certificate (Govt. Code 8202.5).
- e. Send the application materials, including the examination and the fingerprint card, and certification to the Secretary of State.

SAMPLE CERTIFICATION

CERTIFICATE OF DULY AUTHORIZED REPRESENTATIVE OF KERN COUNTY  
(Government Code Section 8202.5)

I, (Department Head Name, Title and Department Name) of the County of Kern, State of California, certify that on August 29, 2000, the Board of Supervisors of the County of Kern, State of California, designated me the authorized representative of said County for the purposes relating to appointments of notaries public pursuant to Section 8202.5 of the Government Code.

I have, on this date, examined the application of (Employee Name) (hereinafter called "Notary Public"), employee of the (Department Name) of Kern County, to be appointed and commissioned a Notary Public in and for the State of California. The commission of said notary public is sought and, if made, made for the purposes of the County of Kern, State of California, which purposes include, but are not limited to, notarial duties relating to notarizing documents required and used in the operation of the (name of department).

Granted (date of signature) at Bakersfield, County of Kern, State of California.

\_\_\_\_\_  
Name and Title of Department Head  
Department Address

---

SAMPLE COVER LETTER

Honorable \_\_\_\_\_  
Secretary of State  
Notary Public Division  
P. O. Box 2071  
Sacramento, CA 95810

Dear \_\_\_\_\_:

NOTARIAL COMMISSION FOR (EMPLOYEE NAME)

Enclosed is the application of (Employee Name) for a commission as Notary Public for the Kern County (Department Name). The application is covered by the enclosed Certificate, made pursuant to the provisions of Government Code Section 8202.5.

Also enclosed is a check in the amount of (\$ ) to cover the Fingerprint Processing Fees for this applicant.

Your assistance in the processing of this application at your earliest convenience will be greatly appreciated.  
Sincerely,

(Department Head)

Enclosures  
Application  
Certificate  
Fingerprint Cards  
Fingerprint Processing Fees