

## ATTENTION:

### ALL NOTARY PUBLIC on Gila River Indian Community and its Entities

The Notary Public Reference Manual updated in January 2019 with important changes for Notary Public in the State of Arizona (see new requirement notice below):

## Arizona Notary Public Reference Manual ~ Chapter 2

### Upon Receipt of Commission Certificate

#### 1. REVIEW THE COMMISSION CERTIFICATE

Ensure the information printed on it is correct. Compare it to the information on the notary bond and application.

- Is the notary public's name exactly as it was submitted on the bond?
- Is the COUNTY listed on the certificate correct?
- Is the date of issuance correct?
- Is the date of expiration correct?

The information on the commission certificate directly affects the information that appears on a notary's seal. If the information on the certificate is incorrect, contact our office as soon as possible.

#### 2. PURCHASE A NOTARY PUBLIC SEAL

Fees: Vary by vendor.

If the information on the certificate is correct, the Arizona notary must procure a notary public seal and journal before notarizing any document. To do so, contact a stationery store, office supply store, bonding agent or a professional notary organization. The notary must provide a COPY of the notary certificate to the company making the seal. Ensure all information is correct on commission certificate prior to submission to the stamp vendor.



A valid notary seal must:

- Be a rubber stamp
- Have dark ink. These colors include black, dark blue, dark purple, dark green or dark brown. Red ink or ink not viewable on all copy or fax machines is unacceptable.
- Not be larger than 1 1/2 inches high and 2 1/2 inches wide or 1 1/2 inches round.
- Contain the words "Notary Public."
- Contain the notary public's name as listed on his or her commission certificate.
- Contain the Arizona county in which the notary public was commissioned, listed on the commission certificate.
- Contain notary public's current commission expiration date.
- Contain the Great Seal of Arizona [A.R.S. § 41-313(D)(2)].
- **"New Requirement"** Contain the notary public's commission number [A.R.S. § 41-313(D)(2)].

A notary public can only have one seal.



*Failure to comply: Using a seal not meeting the requirements described in A.R.S. § 41-313(D)(2) is grounds for the Secretary of State to refuse, revoke, or suspend a notary public's commission [A.R.S. § 41-330(A)(4)].*

#### 3. PURCHASE A NOTARY PUBLIC JOURNAL

Notaries public must obtain a journal. Journals can be purchased at stationery or office supply stores and through notary organizations.

Fees: Vary by vendor



Journals must be in paper form and list notarial acts in chronological order. Additionally, although not required by law, use of a permanently bound journal is recommended for the notary's protection. Permanently bound pages are more difficult to remove or lose than loose-leaf pages. The use of journals is reviewed on page 22. ♦



*Failure to comply: Using a journal not meeting the requirements described in A.R.S. § 41-313(D)(1) and § 41-319 is grounds for the Secretary of State to refuse, revoke, or suspend a notary public's commission [A.R.S. § 41-330(A)(4)].*

### REPLACING SEALS & JOURNALS >>

#### Loss

A notary shall notify the secretary of the loss in writing by "means of receipt." See page 11 "Burden of Proof."

#### Theft

If the theft of a notary seal and/or notary journal has occurred, contact a law enforcement agency to file a report.

#### Notification

Notify the Secretary of State's office of a loss or theft within 10 days (A.R.S. § 41-323.) A notification form is available online at [www.azsos.gov](http://www.azsos.gov).



Fees: None. If within 10 days.



*Failure to Comply: If notification has not been received within 10 days of the loss or theft, a civil penalty of \$25 per offense will be assessed and must be paid prior to the renewal of the notary's commission.*

#### Replacement

A lost or stolen notary public seal or journal can be replaced. The shape and ink color of the replacement seal shall be different than the original seal. There are no shape requirements for notary seals. See #2 and #3 on this page for seal and journal requirements.

#### Documentation

Once the new seal is received, describe the replacement seal in writing and include the date when it will begin to be used in a letter to the law enforcement agency to which the theft report was filed; and send a copy of this letter to the Secretary of State. Document the description and the date of usage of the new seal in the new journal. Document in the journal why a new journal was purchased [A.R.S. § 41-323(B)]. ♦

According to information received:

The statute states all notaries must have their commission number on the stamp, the statute went into effect on August 3, 2018 therefore this would only apply for notaries whose commissions are effective on August 3, 2018 or after. A notary public appointed before the effective date of this act shall replace the notary's official seal on reappointment with an official imprinted seal with the notary public's notarial commission number.

If you have any questions, contact the Secretary of State's office, Business Division, 1700 W. Washington St., 7<sup>th</sup> Floor, Phoenix, Arizona 85007. You can print out the Arizona Notary Public Reference Manual that updated in January 2019 at [www.azsos.gov](http://www.azsos.gov).