

BA03 BAO Notary Services Policy

Effective 27 Oct 2006

Last Revised

Who Should Read This Policy

Business Affairs Office (BAO) staff responsible for notarizing and all affected and interested university employees and students.

Background & Purpose

To provide clear instructions regarding availability of notary services during business hours, the types of documents permitted to be notarized, responsibilities of the notary, education requirements, licensing and associated fees, and the extent of liability coverage under the employer's insurance.

Policy

Availability. The BAO notary services will generally be available during normal business hours, Monday – Friday, from 8:00 a.m. – 5:00 p.m. Since notary public services are secondary to other job duties, the notary may need to defer a notarization to a later time or date as time and/or workload permits.

Types of Documents. During business hours, the BAO notaries may only notarize documents that must be executed by a University official in his or her University capacity and other documents that the UO requires to be notarized such as residency affidavits and medical release forms. Notarizing other documents is at the individual notary's discretion but may not be done at the workplace or during work hours.

Fees. No fees will be charged for notary services.

Licensing and Training. UO will pay all costs of licensing and training. Ongoing training will be evaluated on an as-needed basis. In general, notaries should attend periodic training to keep abreast of changes in laws and industry standards.

Notary responsibilities.

1. Official UO notaries shall comply with Oregon law.
2. Under Oregon law, a notary has the sole responsibility to refuse a notarization.
3. It is the responsibility of the notary for updating commission information and renewals according to Oregon law.
4. Upon termination or resignation, it is the responsibility of the notary to dispose of notary seals and journals according to Oregon law.

Liability coverage. Liability coverage is provided under the State of Oregon Self Insurance Fund to the extent that the document notarized is for business purposes.

Official UO notaries when engaged in the performance of their official UO duties are indemnified in accordance with the Oregon Tort Claims Act. Some limits in coverage apply.

Authority

The UO Vice President for Finance and Administration has authority for administering this policy and has delegated its implementation to the Director of Business Affairs.

References

2005 State of Oregon Administrative Rules, Chapter 160

State of Oregon Revised Statutes, Chapter 194

The Notary Guide published by the Oregon Secretary of State Division

Related Procedures

The Notary Guide published by the Oregon Secretary of State Division

<http://www.filinginoregon.com/forms/pdf/notary/1500.pdf>

Contact

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