



Notary Public Appointment User Guide

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Notary Public Appointment User Guide

A notary public is a public servant with statewide jurisdiction who is authorized to take acknowledgements, protest instruments permitted by law, administer oaths, take depositions, and certify copies of documents not recordable in the public records.

Notary public appointments are administered by the Office of the Texas Secretary of State and managed by the State Office of Risk Management (SORM). Texas House Bill 1203 charges SORM with overseeing the purchase of surety bonds for state officers and employees. Therefore, The University of Texas at Austin does not purchase surety bonds for university notaries, and appointments must be made without bond.

Government Code § 406.007 requires state agencies to pay a filing fee of \$11.00 to appoint a notary public. This fee must be incurred by the sponsoring department and processed on a **VP2** document.

Office of the Secretary of State

State Office of Risk Management

Government Code § 406.007

Forms

The sponsoring department is required to submit the following materials to SORM before an interested party can receive a commission as a notary public for the university:

- The Application for Appointment as a Texas State Notary Public without Bond completed by the applicant
- Note:** The application must be printed on **one page front and back**. SORM will not accept it on two pieces of paper.
- A State Employee Notary Acknowledgement Form completed by the applicant
 - Verification of employment; SORM will accept a copy of the **VP2** voucher transmittal form (VTF) for this purpose
 - The \$11.00 filing fee

Application for Appointment as a Texas State Notary Public without Bond

State Employee Notary Acknowledgement Form

Voucher Transmittal Form: **VP2** Creation

```
>>Update to document R0VP2905515 successfully completed; continue<<
*DEFINE          SERVICE PAYMENT REQUEST - VP2          Year:0506
Command:VP2     Account:_____ Misc:_____ Month: NOV
=====
Status: CREATED          -- COVER SHEET --          Document ID:R0VP2905515
Action:_____ Summary: TEXAS SECRETARY OF STATE
Created:11/02/05 by ACHMH - HANNA, HEATHER M          Category:
Template:_____
Format:01_____ Voucher Date:110205          Voucher Nbr:
Separate Check: X          Check Distribution: T
Goods/Serv Recv Beg:110205 End:110205 Invoice Receive:110205 DTN:_____
Request Payment Date:110705 Req Pay Reason: PAYMENT NOW DUE _____
Vendor ID:3 UT EID: 2vz7e6b Mail Code: 012 State VID: 33073073075
Vendor Name: TEXAS SECRETARY OF STATE
Address:PO BOX 13777
AUSTIN , TX 7871137777
SECTIONS: X 1. Voucher Description & Payee Reference Comments
          X 2. Line Items:
          _3. Define Codes (optional)
          Payment Due Date:
Total of Invoice(s):          Total Payment Amt:          0.00
--OUT Austin -----PF1=Options-----PF8=Exit-----11/02/05 10:32 AM--
```

Figure 1: VP2 voucher Transmittal Form (VTF)

The sponsoring department must create a **VP2** document to pay for the filing fee. The voucher transmittal form of this document will serve as verification of employment and must be submitted to SORM along with the application, acknowledgement form, and payment.

The **VP2** voucher transmittal form (VTF) summarizes all information found in the various sections of the document.

1. Create a new **VP2** document by typing **NEW** in the **Action** field and typing **01** in the **Format** field. Press ENTER to continue.
2. *DEFINE will automatically assign a document ID number, update the document status to **CREATED**, and display the creator's logon ID and the document creation date.
3. Enter the following information in the available fields:

- a. Type an **X** in the **Separate Check** field.
- b. Enter a **T** in the **Check Distribution** field to indicate that attachments will be sent with the check.
- c. Enter the document creation date in the **Goods/Serv Recv Beg** field.
- d. Enter the document creation date in the **End** field.
- e. Type the document creation date in the **Invoice Receive** field.
- f. Enter a date two to three business days from the creation date in the **Req Payment Date** field.
- g. Enter **Payment Now Due** in the **Req Pay Reason** field.
- h. Enter the vendor identification number (VID) in the **Vendor ID** field. The VID for the Texas Secretary of State is 2vz7e6b. Press ENTER.
- i. Accounts Payable will mail this application to:

TX Secretary of State
P.O. Box 13777
Austin, TX 78711

This address is mail code 012.

Caution: The application **must** be sent to this address for the verification of university employment. Do **not** send it directly to the Notary Office. **It will be returned.**

4. *DEFINE will automatically update the document and display the vendor name.

Note: Vouchers created for the purpose of paying the notary public appointment fee must be designated as a separate check payment and must have an attachment (T) check distribution code.

5. Type an **X** in the fields for each Section of the document to be updated. Sections 1 and 2 are required. Section 3, *DEFINE Codes is optional.

1. Enter the following information in the available fields:
 - a. Type an account number in the **Account** field.
 - b. Type a **D** in the **D/C** (debit/credit) field.
 - c. Enter object code **1540** in the **Obj** field.
 - d. Enter the amount of the notary public filing fee (\$11.00) in the **Amount** field.
 - e. Enter the applicant's first and last name in the **Invoice Nbr** field.
Press ENTER
2. *DEFINE will automatically display the transaction type. It will also populate the **Receive**, **Beg**, and **End** fields with the dates from the cover sheet.
3. Return to the cover sheet to verify and approve the document.

Submit Notary Public Appointment Materials

1. Send a copy of the **VP2** voucher transmittal form, the original completed application, and original acknowledgement form via campus mail to the Office of Accounting, OA Document Processing, Mail Code K6000. The Office of Accounting does not accept fax copies or scanned images via e-mail because SORM requires original documents
2. Payment Information will submit the required paperwork along with the \$11.00 filing fee to SORM on behalf of the sponsoring department.

Updating Notary Contacts in the Department System

Departments who sponsor employees must update the Department System indicating who in their department is a notary public contact. The Office of Accounting publishes a list of active notaries on campus based upon this information. The list is updated the first week of every month.

University Department System

Note: Only managers and updaters listed in the Department System can update contact information.

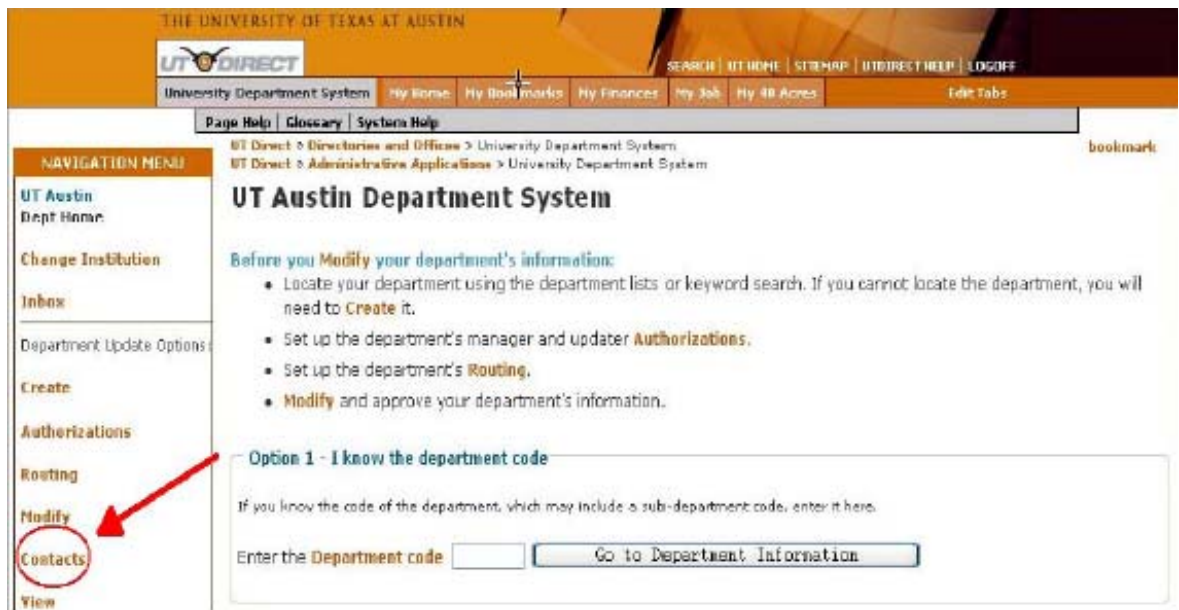


Figure 4: UT Austin Department System

1. Click **Contacts** in the navigation menu.

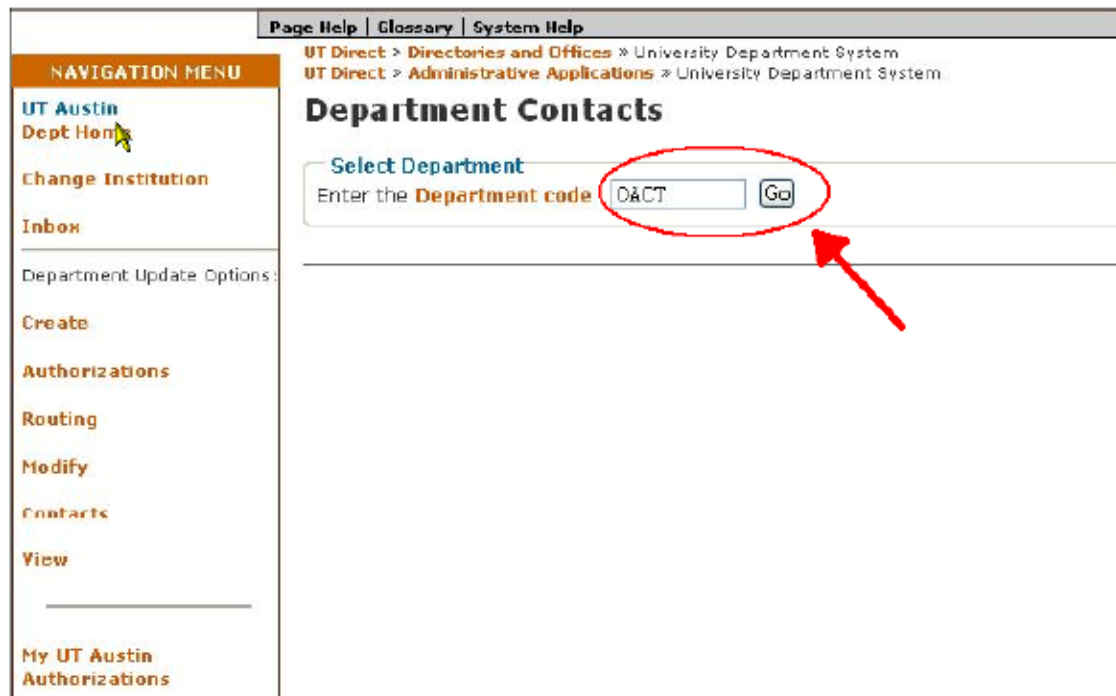


Figure 5: Department Selection Page

2. Enter your department code in the **Department code** field. If you do not know your department code, click **Department code** to search for it.

3. Click **Go** to travel to your Department Contact page.

Optional Contacts

NOTE: Optional Contacts are not required for your department to be approved but you can enter them if you would like to keep track of these contacts.


Please enter the UT EID for the person you would like to assign to the Contact Role. If you would like to make that person a primary contact please check the appropriate box. You can have more than one primary contact for each role. To delete a contact please check that box.

Contact Type	Contact	Make Primary Contact	Delete This Contact
Facilities Update Contact	Enter EID: RB3533 Name: Rebecca A Henry	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Update Contact	Enter EID: bdrvig Name: Virginia I Gibson	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Update Contact	Enter EID: bbc Name: Barbara Carlson	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID: atv924 Name: Aaron T Valdez	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID: dpecp Name: Eric C Peterson	<input type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID: skennedy Name: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Update Contact	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Faculty Prior Approval Request Contact	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
IS Day 11 Contact	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Notary Public	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Records Management and Retention	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Self Remediation Contact	Enter EID: [Redacted]	<input type="checkbox"/>	<input type="checkbox"/>

Figure 6: Department Contact Update Page

4. Scroll to the **Optional Contacts** section of the page. Select the **Notary Public Contact Type** from the pull-down menu.
5. Enter the EID of your departments' notary public in the **Enter EID** field. If necessary, click the **EID** link to search for the correct EID. If there are multiple notary publics in your department, repeat this step in the available fields.
6. If there are multiple notary publics in your department, you can designate one as a primary contact by selecting the **Make Primary Contact** box.

Facilities Update -Contact	Enter EID:	Barbara Carlson	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID:	atv924	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID:	Aaron T Valdez	<input type="checkbox"/>	<input type="checkbox"/>
Network Manager	Enter EID:	dpecp	<input type="checkbox"/>	<input type="checkbox"/>
Records Management and Retention	Enter EID:	Eric C Peterson	<input type="checkbox"/>	<input type="checkbox"/>
Records Management and Retention	Enter EID:	XG846	<input type="checkbox"/>	<input type="checkbox"/>
Records Management and Retention	Enter EID:	Karon L Griffin	<input type="checkbox"/>	<input type="checkbox"/>
Records Management and Retention	Enter EID:	MRH362	<input type="checkbox"/>	<input type="checkbox"/>
Notary Public	Enter EID:	Mary R Hightower-Coyle	<input type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID:	akennedy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID:		<input type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID:		<input type="checkbox"/>	<input type="checkbox"/>
Select Contact Type	Enter EID:		<input type="checkbox"/>	<input type="checkbox"/>


Update Department Information
 Information last updated on 01/18/2008

[Logoff](#)
 Comments to: [UT Department Help](#)

Figure 7: Department Contact Update Page

- Click the **Update Department Information** button to add the notary public contact information for your department.

Frequently Asked Questions

Where Will My Notary Commission Certificate Be Mailed?

Notary Commission Certificates will be mailed to the applicant's home address.

Who Do I Contact if I Have Questions Regarding the Status of My Application?

Questions regarding the status of applications should first be directed to Cherie Hughes with the State Office of Risk Management (SORM) by phone at 512-936-1483 or via e-mail at cherie.hughes@sorm.state.tx.us.

If SORM indicates that they have already reviewed the application and have forwarded it to the Office of the Secretary of State for further processing, direct your inquiry to the Secretary of State, Notary Division at 512-463-5705.

Are There Other Resources Available?

Yes. For more information on processing **VP2** documents, see the DE217 Payment Voucher class handout. More information regarding the university's policy on notary public appointments is available in Part 21 of the Handbook of Business Procedures.

DE217 – Payment Voucher Class Handout

Handbook of Business Procedures, Part 21