

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Business Procedure 1.12  
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Effective Date: April 1, 2009  
Supersedes: Procedure 1.12 dated August 15, 2005  
Applies To: System Office and Colleges  
Procedure Responsibility: System Office of Business Services

## **Notary Public**

Section 1.12.1 - General  
Section 1.12.2 - Application  
Section 1.12.3 - Appointment  
Section 1.12.4 - Fees and Payment

### **Section 1.12.1 - General**

Certain documents require for legal purposes that signatures to the document to be notarized. For this reason, it is recommended that at least one person at each college and selected personnel at the System Office become a notary public by completing the steps in Section 1.12.2.

### **Section 1.12.2 - Application**

Obtain an application form from the Office of Secretary of State at:

Office of the Secretary of State  
Notary Commissions  
P. O. Box 821  
Frankfort, KY 40602--0821

Contact the Secretary of State's Office at 502-564-2848 or refer to their website <http://www.sos.ky.gov/adminservices/notaries/atlarge/> for more information. The application fee should be requested on a check request, form (BA1). The check should then be forwarded with the "Application for a Notary Public Commission." The cost should be charged to account 50970.

### **Section 1.12.3 - Appointment**

After the application has been processed by the Secretary of State, your Certificate of Appointment will be sent to the county clerk in the county of application. For a Kentucky resident, the county of application is the county where the applicant resides or is principally employed as designated in line 5. . At the same time the Secretary of State sends the Certificate of Appointment to the county clerk, a written notice will be sent to you stating that your Certificate of

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Appointment is in the county clerk's office. Within thirty (30) days of receiving your notice, you must :

1. Take the oath of office.
2. Post bond. (Contact Facilities Management for KCTCS Bond information).
3. File and record the commission in the Office of the County Clerk of the County, in which the individual has applied to be a notary.
4. At the bottom of the "Certificate of Appointment," a section called the "Certificate of Approval by Official" must be signed by one of the following officials whose jurisdiction or district includes the county of legal residence of the applicant (if a Kentucky applicant); or, whose jurisdiction or district includes the county where the application was made (if an out-of-state resident): circuit judge, county judge/executive, circuit court clerk, county court clerk, magistrate or member of the Kentucky General Assembly. A stamped or reproduced signature is not acceptable. The official must actually sign his or her name.

**Section 1.12.4 - Fees and Payment**

Any fee charged and all mileage associated with the trip to the official's office must be paid in advance by the employee and then reimbursed via a Miscellaneous Expense Voucher (BA2). The employee's canceled check and a copy of the "Application for Appointment to the Office of Notary Public" with the signed certification statement may be attached to the Miscellaneous Expense Voucher in lieu of a receipt.

**END OF PROCEDURE**