

MISSOULA COUNTY
NOTARY PUBLIC POLICY

PURPOSE

To establish a uniform policy regarding the acquisition and utilization of notary public seals in County offices to provide notarial services as a convenience to the public.

SCOPE

This policy is applicable to all County departments and entities.

ADMINISTRATION

Department heads are responsible for administering this policy and determining if and how many notaries public are appropriate for their department. The criteria shall be:

- (1) Volume of transactions in a department.
- (2) Availability of alternates (physical proximity).

If a department head has determined that more notaries are needed, the County will pay all necessary fees and costs for supplies.

Even if the County pays for the notary fees and supplies, the individual notaries are responsible for maintenance of their stamps and journals.

Individuals requesting a notary's service must be prepared to provide proof of identity in compliance with the Montana Secretary of State's identification recommendations and guidelines.

FEE STRUCTURE

No fees shall be collected for notarizations performed by notaries whose commissions or insurance have been paid by Missoula County.