

# NOTARY TRAINING

12-55-101, C.R.S., et seq.

OFFICIAL PRESENTATION  
OF  
THE COLORADO SECRETARY OF STATE  
VERSION 15.0

1

## WHAT THIS PRESENTATION COVERS

- × The Notary Role
- × Application Requirements
- × Oaths & Affirmations, Acknowledgements, and Copy Certifications
- × Seal Issues
- × Best Practices
- × Liability, Liability, Liability
- × **Common Certification Errors . . .**

2

## SOURCES FOR THIS PRESENTATION

- × The Notaries Public Act
  - + Section 12-55-101, C.R.S., et seq.
- × The Model Notary Act (2010)
  - + Google "Model Notary Act"
- × Widely Accepted Best Practices

3

## RECENT DEVELOPMENTS

- × **Vancura v. Katris** (December 2008)
- × Illinois Appellate Court reasoned that a notary's employer can be held liable for the notary's misconduct.
- × Illinois Supreme Court reversed the decision in 2010
  - + Under Illinois notary law, when a notary public wrongfully or negligently exercises the powers of the office, it is the notary alone who becomes liable.
- × ***The notary is responsible for faithfully performing, to the best of his or her ability, all notarial acts in conformance with the law.***

4

## WHAT IS A NOTARY?

- × **A Public Official**
  - + A public official appointed by the Secretary of State
  - + Responsible to the people of the State of Colorado, not a customer or employer
  - + Has the power to administer oaths and affirmations, take acknowledgements, and perform other duties as permitted by law
  - + Jurisdictional boundaries – Only in Colorado
- × **An Unbiased Witness**
  - + The notary acts as a third-party disinterested witness in all transactions.



5

## IMPORTANCE OF THE NOTARY

- × **Notaries Are the First Line of Defense Against Fraud**
  - + A signature authenticates land transfers, parenting plans, etc.
- × **Victims of fraud often know the perpetrator**
  - + 32% of perpetrators were family members or relatives
  - + 18% were friends, neighbors or in-home employees
  - + Quit Claim Deeds, Wills, POA's, Release of Deed of Trust, etc . . .

6

## APPLICANT REQUIREMENTS

§ 12-55-104. Application

- ✘ 18 years old
- ✘ Read and write the English language
- ✘ Residence and business addresses within Colorado
- ✘ Never have had a notary commission revoked
- ✘ Never been convicted of a felony; in prior five years no conviction of a misdemeanor involving dishonesty
- ✘ **Colorado resident**

7

## APPLICATION FOR NOTARY COMMISSION

- ✘ The Secretary of State receives 1,500 new and reappointment applications every month.
- ✘ Approximately 25% of applications are rejected
  - + Signatures must match printed names
  - + Application must be notarized properly
- ✘ Create your application and pay online for a reduced fee and faster handling
  - + **New applicants:** Automatically registered for online access upon payment; notary ID and password sent by e-mail
  - + **Renewing and expired notaries:**  
Register for online access first, then log on and renew

8

## MAIL OR SUBMIT TO THE SECRETARY OF STATE

1. **Original signed, notarized application form**
2. **Clear photocopy of an acceptable form of ID**
3. **Certificate of completion of training from an approved vendor, approved course provider, or the SOS office\***
4. **Certificate of completion of the state notary examination\***

**\*Items 3 & 4 are required for new notaries and renewals whose commission has been expired more than 30 days**

9

## LAWFUL PRESENCE REQUIRED

Prohibits the state from granting benefits or issuing business or professional licenses to those not in the U.S.A. legally.

- **Acceptable Photo ID**
  - + Colorado Driver's License or Colorado Non-Driver ID
  - + U.S. Military or Dependent ID card
  - + U.S. Merchant Mariner Card
  - + Native American Tribal ID
  - + U.S. Passport
- **Oath under penalty of perjury that applicant is:**
  - + a U.S. Citizen, or
  - + a Permanent Resident, or
  - + Lawfully present under federal law
  - + **Note:** If not a U.S. citizen, provide a copy of Permanent Resident card or other documentation with application.

10

## KEEP YOUR INFORMATION CURRENT

§ 12-55-114. Change of name or address

***It's the law!***

- ✘ Must report changes to the Secretary of State in writing within 30 days of the change
- ✘ Changes should be made online
  - + [www.sos.state.co.us](http://www.sos.state.co.us)
- ✘ No Fee

11

## REAPPOINTMENT / RESIGNATION

- ✘ Term length – 4 years
- ✘ Renewal accepted 90 days or less before expiration
  - + Courtesy reminder notice sent by e-mail
- ✘ If you...
  - + Do not intend to renew at the expiration of your commission...
  - + Choose to resign your commission...
  - + Move out of state...
- ✘ Then you must...
  - + Send a letter of resignation to the Secretary of State
  - + Send your seals, journals, and related papers to the Secretary of State

12

## WHAT ARE A NOTARY'S POWERS?

§ 12-55-110. Powers and limitations

- Three main powers
  - + Oaths and affirmations
  - + Acknowledgments
  - + Copy Certifications

13

## OATHS AND AFFIRMATIONS

- × **Jurats** – sworn to or affirmed
  - + *Trigger Language:*
    - × “So help me God”
    - × “Under penalty of perjury”
  - + *Administer oath*
    - × “Raise your right hand, do you swear...”
    - × Client must swear to or affirm his identity and that he identifies the document

14

## OATHS AND AFFIRMATIONS

The Process . . .

1. Identify the client using “Satisfactory Evidence”
2. Administer Oath
3. See client sign the document  
***in your physical presence***
4. Complete notarial certificate
5. Record the transaction in your journal



15

## THE MODEL NOTARY ACT SAYS . . .

- × Read aloud any provided affirmation wording and have the principal assent
- × Proper affirmation requires a positive and unequivocal response by the signer
- × The response is preferred to be verbal but can be non-verbal (e.g. nodding head)

16

## JURAT FOR OATH OR AFFIRMATION

State of Colorado

City and County of Denver }<sup>ss</sup>

Subscribed and sworn to (or affirmed) before me this 1st day of June, 2011 by John Q. Adams.

Michael L. Smith

Michael L. Smith  
Notary Public

My Commission expires: \_\_\_\_\_

*Imprint of Seal*

17

## ACKNOWLEDGMENTS

- × Unsworn statements
  - + Real property transactions
  - + Principal must acknowledge in presence of notary that s/he signed the document
    - × Principal does not have to sign in front of notary

18

## ACKNOWLEDGMENTS

The Process . . .

1. Identify the client using “Satisfactory Evidence”
2. Signer acknowledges ***in your physical presence*** that document was signed by him
3. Complete notarial certificate
4. Record the transaction in your journal

19

## THE MODEL NOTARY ACT SAYS . . .

- ✘ The principal does not make any statement regarding the truthfulness or accuracy of the contents of the document
- ✘ The acknowledgement speaks to the fact that the document was signed *voluntarily* for the purpose of validating the document

20

## NOTARIAL CERTIFICATE FOR ACKNOWLEDGEMENT

State of Colorado } ss  
County of Larimer

The foregoing instrument was acknowledged before me this 1st day of January, 2011 by Robert Jones.

*John B. Anderson*

John B. Anderson  
Notary Public

[seal]

My Commission expires: \_\_\_\_\_

21

## COPY CERTIFICATIONS PROCESS

§ 12-55-120. Certified facsimiles of documents

- + Document cannot be obtained ***within Colorado*** from a Clerk and Recorder, Vital Records Section, etc.
- + i.e. no Colorado Birth, Death, Marriage, Divorce certificates



1. Identify the client using “Satisfactory Evidence”
2. Obtain written request
3. See the original document
4. Receive or make two copies of the document
5. Verify that copies are complete, exact facsimiles of the original
6. Certify the client’s copy and record in journal

22

## NOTARIAL CERTIFICATE FOR COPY CERTIFICATION

State of Colorado } ss  
County of Boulder

I, Jane J. Jefferson, a Notary Public in and for said state, do certify that on July 1, 2011, I carefully compared with the original the attached facsimile of the University of Colorado diploma awarded to Anne Austin on May 25, 2010 and the facsimile I now hold in my possession. They are complete, full, true, and exact facsimiles of the document they purport to reproduce.

*Jane J. Jefferson*

Jane J. Jefferson  
Notary Public

[seal]

My Commission expires: \_\_\_\_\_

23

## NOTARIAL CERTIFICATE

**There is never an instance when a notarial certificate is not used**

- ✘ Who, What, When & Where
- ✘ Notary seal
- ✘ Notary’s official signature
- ✘ Commission expiration date
- ✘ **Best Practice** – Include the title of the document you are notarizing.

24

## WHAT IS AN AUTHENTICATION?

- ✘ A certificate signed by the Secretary of State that the notary has been commissioned and that the commission is current
- ✘ Attached to notarized documents destined for use outside the USA
- ✘ The Secretary of State receives 2,000 documents per month that need to be authenticated
  - + Nearly 25% are defective
  - + Results of receiving defective notarization
- ✘ **Apostille** – goes to members of Hague Convention of 1961
- ✘ **Certificate of Magistracy** – to all other countries

25

## NOTARY SEAL

§ 12-55-112

- ✘ Rubber Stamp or Embosser
  - + Notary's or Employer's choice
- ✘ Border or Outline is required
- ✘ Information required within the outline:
  - + Official Name – as on official certificate
  - + State of Colorado
  - + Notary Public



26

## NOTARY SEAL PROBLEMS

- ✘ Name misspelled or does not match official name on record with the Secretary of State
- ✘ Omits one of required items or has expiration date within the outline
- ✘ Commission expiration stamp has wrong expiration date
- ✘ Seal embossed or stamped over signatures
- ✘ Does not record lost seal with Secretary of State
  - + Ownership of seal is with the notary

27

## CORRECT SEAL EXAMPLES

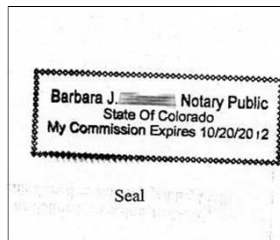
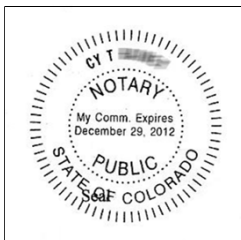
JOHN Q SMITH  
Notary Public  
State of Colorado

*My Commission Expires MM/DD/YYYY*



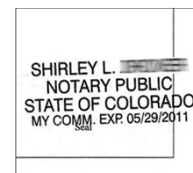
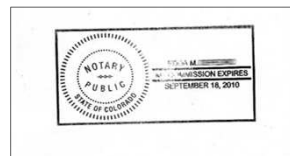
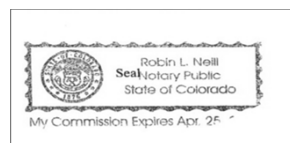
28

## INCORRECT SEAL EXAMPLES



29

## MORE INCORRECT SEAL EXAMPLES



30

## ANY PROBLEMS?



31

## FIVE MINUTE BREAK!

- ✘ You will not receive credit for this course should you choose not to return!



32

## “SATISFACTORY EVIDENCE”

- ✘ Personal knowledge, or “Satisfactory evidence”
- ✘ Includes but is not limited to . . .
  - + The sworn statement of a credible witness who personally knows such notary and the individual who is so named.
- ✘ A current identification card or document issued by a federal or state governmental entity containing:
  1. a photograph; and
  2. a signature of the person who is so named.

33

## WHAT CONSTITUTES ACCEPTABLE ID

### Secure & Verifiable ID (“SVID”)

- ✘ Standards developed by the State of Colorado for establishing identification.
- ✘ Common Forms:
  - + Current Colorado driver’s license or Colorado ID
  - + Current U.S. Passport
  - + Valid U.S. Military I.D.
  - + Driver’s license from another state (Be careful!!)
    - ✘ ID Checking Guide - [www.driverslicenseguide.com](http://www.driverslicenseguide.com)

34

## UNCOMMON SVID

- ✘ All Contain U.S. symbols and Picture and Signature.
- ✘ Consult the US Department of State Website
- ✘ The Complete List:
  - + Valid foreign passport with I-94 or valid processed for I-551 stamps. Exception: Canadian Passport may not have I-94 attached.
  - + Valid I-94 issued by U.S. Immigration with L1 or R1 status and a valid Canadian drivers license or valid Canadian identification card.
  - + Valid I-551 Resident Alien/Permanent Resident card.
  - + Valid I-688 Temporary Resident, I-688B, and I-766 Employment Authorization Card with intact photo.

35

## UNACCEPTABLE PRIMARY ID

- ✘ Matricula Consular (not US federal or state)
- ✘ Birth Certificate (No picture, no signature)
- ✘ Latest version of military ID (no signature)
- ✘ Border Crossing Cards (from Mexico)
- ✘ Rent or utility receipts (No picture, signature, not issued by federal or state government)

36

## BEST PRACTICES



### × Identification

- + Turn it over and check the back for authenticity
- + Require two picture IDs & compare:
  - × Do the pictures match?
  - × Do the signatures match?
- + Check the physical description on ID to person appearing in front of you
- + Check date of birth
- + Check the ID for evidence of alteration or fraud

### × Record in Notary Journal

- + Personal Liability, Liability, Liability

37

## NOTARY JOURNAL



**Required for all** notarizations as of July 1, 2009

- + **Exception** – If the document being notarized is retained by the notary's firm or employer in the regular course of business
- + **Pitfalls of Exception** – The notary becomes liable for documents that are misfiled, lost, destroyed or otherwise unrecoverable

× **Note:** Should the notary leave their place of business, they remain responsible for obtaining or retaining all documents for which they have performed a notarial act.

### × Record lost journals with Secretary of State

- + Ownership of journal is with the notary

38

## NOTARY JOURNAL



§ 12-55-111. Journal

### × Why do I record?

- + Protect myself from unfounded complaints
- + Provide best evidence in the event of a lawsuit

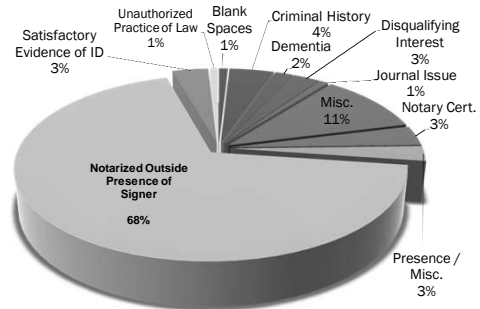
### × What may I record?

- + Date, time
- + Type of notarial act (oath, acknowledgement)
- + Type of document i.e. deed, POA, etc.
- + Name and address of signer
- + **Signature of signer**
- + Type and number of identification
- + Optional Best Practice - thumbprint of signer

39

## COMMON ERRORS

SIGNED COMPLAINTS RECEIVED BY THE SOS IN 2010



40

## PHYSICAL PRESENCE PITFALLS

### × The principal must always appear in the physical presence of the notary:

- + You can't notarize a signature that you recognize if signer isn't in your presence
- + You can't notarize a signature where your boss says that he just saw the client sign
- + You can't notarize a document where the client is on the phone with you from another location



41

## DISQUALIFYING INTEREST

### × You should not notarize documents in which you have a disqualifying interest:

- + You can't notarize a document where you stand to gain from the transaction; or
- + Are named as a party in the transaction

### Model Notary Act states:

- + Close family members
- + In-laws, "half," "step," domestic partners

42

## WHAT YOU CAN DO

- ✘ You can notarize for spouses and other family members
- ✘ If you are an attorney, you can notarize documents that you have prepared
- ✘ You can notarize documents where you are an employee of the company and get paid a salary
- ✘ You can notarize wills, deeds, powers of atty.

43

## NOTARIZING FOREIGN LANGUAGE DOCUMENTS

- ✘ You are notarizing the signature and not the contents of the document. However . . .
  - + A notary must be able to communicate directly with the signer to determine the individual's identity, willingness to sign, and basic awareness
  - + The notary must understand the notarial certificate
  - + Notary may not rely on a third-party (translator) to communicate with the signer

44

## WHAT YOU CANNOT DO

- ✘ **May Not Notarize Documents Without Using a Notarial Certificate:**
  - + Sample notary certificates can be found in the Notaries Public Act and Notary Handbook.
  - + Both are available at [www.sos.state.co.us](http://www.sos.state.co.us)
- ✘ **May Not Notarize A Document Containing Blank Spaces:**
  - + e.g. Parenting plans, Deeds, etc.
  - + How to handle signature banks.

45

## PETITION CIRCULATOR NOTARIZATIONS

- ✘ **Requires the Following**
  1. Circulator signs in the physical presence of notary.
  2. Circulator has fully completed attached affidavit.
  3. Circulator presents a form of identification.
  4. Notary records type of ID presented.
- ✘ **Specific ID Standards**
  - + Examples: Colorado driver's license, US Passport, copy of utility bill, bank statement, etc.
  - + See 1-1-104 (19.5), C.R.S. for full list of acceptable identification.
  - + If the ID contains an address, it must be a Colorado address.

46

**AFFIDAVIT OF CIRCULATOR**

I do solemnly affirm under penalty of perjury that:

- I have read and understand the law governing the circulation of petitions.
- I am a citizen of the United States, and at least 18 years of age at the time this petition was circulated and signed by the listed petitioners.
- I am not a candidate for the office of Governor, Lieutenant Governor, or State Representative.
- I understand that the entire petition packet may be forfeited if any portion of the circulator affidavit is incomplete, and
- I understand that I am required to provide my permanent residence address and the temporary street address where I am staying in Colorado if I am not a Colorado resident.

Circulator Name (please print)

Last Name First Name

Permanent Residence Address (or location of domicile)

Street name and number (no P.O. Boxes) City/Town Country State Zip Code

Temporary Colorado Address (if you are not a Colorado Resident)

Street name and number (no P.O. Boxes) City/Town Country State Zip Code

Sign and Date

Signature of Circulator Date of Signing [initials]

STATE OF COLORADO  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ Notarize as of Circulator Above

Signature (and Title) of Notary Public/Commissioning Official

My Commission Expires \_\_\_\_\_ Typed or ID provided by circulator \_\_\_\_\_ Proposed Initiative # (court number form) \_\_\_\_\_ (Revised 5/2013)

47

## ABUSE OF PERSONS AT RISK

- ✘ **High Crime Priority** for the Secretary of State and Attorney General.
- ✘ **Dementia** – Such a want of reason, memory, and intelligence that prevents a person from comprehending the nature and consequences of his acts or comprehending right from wrong.
- ✘ **Beware**  
Wills, Power of Attorneys, Real Property Instruments – especially quit claim deeds.

48

## RESULT OF VIOLATING THE NOTARY LAW

- × **Administrative**
  - + Admonition letter, suspension, revocation
  - + Lose notary commission or license to practice law
- × **Civil**
  - + Liable for damages *PROXIMATELY* caused by the notary's misconduct.
- × **Criminal**
  - + Possible felony charges, e.g. taking advantage of the elderly, forgery, etc.

49

## NOTARY INVESTIGATIONS

§ 12-55-107. Revocation of Commission.

- × **Upon A Signed Complaint**
  - + Physical presence, blanks, notarial certificate, disqualifying interest, etc.
- × **Upon the Initiative of the Secretary of State**
  - + Address is not up to date, notarization missing, commission expiration date, signature does not match seal, seal issue, etc.

50

## YOUR NOTARY COMMISSION

- × **Yours and yours alone**
  - + The fact that your employer may have paid for your commission or supplies is irrelevant
  - + Commission runs with the notary
- × **Why? You are accountable to the People of Colorado and state law**
  - + Criminal sanction for violating the law
  - + Criminal action extends to any person (especially employers) who influences a notary to break the law – accomplice to crime.

51

## ETHICAL RESPONSIBILITY

- × You are ethically bound to . . .
  - + Provide a notarization for anyone who makes a lawful and reasonable request for notarial services during regular business hours
  - + You are a civil servant. You may not pick and choose whom you serve

52

## ELECTRONIC NOTARIZATION

- × E-Notarization does NOT mean remote notarization
- × All the requirements of a “wet” notarization must be met:
  - + Physical Presence
  - + Notary Certificate
  - + No Blanks

53

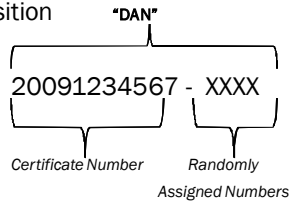
## ELECTRONIC NOTARIZATION

- × **The Process:**
  1. Identify the client using “Satisfactory Evidence”
  2. Signer acknowledges in your physical presence that document was signed by him or administer an oath
  3. Complete notarial certificate
  4. Attach a “DAN” – Document Authentication Number
  5. Record the transaction in your journal

54

## THE "DAN"

- ✘ Legal equivalent of using an embosser or stamp.
- ✘ Composition



55

## CLOSING THOUGHTS

- ✘ Be aware of the type of document that is being notarized!
  - + Instrument affecting the title to real property
  - + Power of Attorney
  - + Will
- ✘ Is the signer accompanied by another person who is a "family member" or "friend"?
- ✘ Does the signer appear to be confused about the document he is signing?
- ✘ Call our office if you don't know what to do!!!
- ✘ **A Few More Resources You Should Know About...**

56

**www.sos.state.co.us**

Colorado Secretary of State Scott Gessler

Business & Licensing | Elections & Voting

Home | Information Resources | Blinge / Raffles | Business Organizations | Charities & Fundraisers | Elections & Voting | Lobbyist | Notary Public | Rules and Regulations | UCC | Contact Us

**Programs & Services (Alphabetical Index)**

Business & Licensing	Elections & Voting	Information Resources
Business Search	Register to Vote	Fee Schedule
Business Renewal (Periodic Report)	My Voter Information	Forms
Trade Name Renewal	Mail in Ballot Application	FAQs
Business Document Filings	Campaign Finance Search	Audio Broadcasts
UCC Search	County Clerk Locator	DOB Rules & Notices of Rulemaking
Charity & Fundraiser Search	Run for Office	Code of Colorado Regulations (CCR)
Notary Renewal	Initiative Tracking	Colorado Business Express
Lobbyist Search	Military and Overseas Voters	Electronic Verification Program
Apollides and Authentications	Election Result Inquiries	Transparency Online Project
Games Manager Certification		

**News (Recent News)**

- July 6, 2011 - Congressional redistricting: information for potential petitioners or amici
- June 15, 2011 - Gessler encouraged by Sangre Grande Jury report

Terms and Conditions

57

**Notary Home Page**

Colorado Secretary of State Scott Gessler

Business & Licensing | Elections & Voting

Home | Information Resources | Blinge / Raffles | Business Organizations | Charities & Fundraisers | Elections & Voting | Lobbyist | Notary Public | Rules and Regulations | UCC | Contact Us

**Notary Public**

**New & Renewing Notaries**

Have you ever been a Colorado notary?

- Yes, renew my commission
- No, become a notary

**Update My Commission**

- Change my personal information
- Report loss of journal or official seal
- Resign (PDF)

**Training & Testing**

- Training classes
- Testing

**Laws & Rules**

- Notary Public Law (PDF)
- Notary Program Rules

**Services**

- Verify a notary
- Apollides and authentications
- Verify an apollide or authentication
- File a complaint (PDF)

**Help & Resources**

- Forms list
- FAQs
- Notary handbook (PDF)
- Electronic notary information
- Common mistakes to avoid
- Notary seals, stamps, and journals
- Sample Colorado notary journal (PDF)
- Notarization format examples
- Statistics and graphs

58

**Colorado Notary Public Login Page**

Colorado Secretary of State Scott Gessler Licensing Division

Home | Business | Elections | Licensing | Press | About Us | Contact Us

Verify a Notary | Become a Notary | Register for Online Access

If you have already registered for online access, please log in...

Notary ID:

Password:  Forgot Password?

OR

To register...

[Register for online access \(current or former commissioned notaries only\)](#)

- [Benefits of online access for commissioned notaries](#)

Search | Accessibility | Privacy statement | Terms of use | 1700 Broadway Ste 200, Denver CO 80202 | 303-994-2200 x9500 | info@sos.state.co.us

59

**Verify a Notary**

Colorado Secretary of State Scott Gessler Licensing Division

Home | Business | Elections | Licensing | Press | About Us | Contact Us

Verify a Notary | Become a Notary | Register for Online Access

Please enter your search criteria and click "Submit". \*Indicates a required field.

Last Name:

First Name:

City:

Zip:

Commission Expiration Date:  (mm/dd/yyyy)

Note: Search results will include notary commissions that were current on or after 01/29/2008. For information regarding previous and/or expired notary commissions, please contact our office.

Search | Accessibility | Privacy statement | Terms of use | 1700 Broadway Ste 200, Denver CO 80202 | 303-994-2200 x9500 | info@sos.state.co.us

60

# POP QUIZ

61

## 1. Above all, the loyalty of the notary is to:

- A. The People of Colorado.
- B. The Secretary of State.
- C. Your employer.
- D. The Governor.

62

## 2. Presenting an ID card is not necessary for a workplace notarization when:

- A. The notary's manager has verified the signer's identification in her office.
- B. The signer unintentionally forgets to bring his or her ID card.
- C. The signer swears that they are who they say they are.
- D. The signer is personally known to the notary.

63

## 3. Scenario

- An individual presents you with a document containing a signature box. The box contains several blank lines that are meant to be signed by multiple parties. The person in your physical presence is only going to sign his name on one line leaving multiple signature lines blank. How would you perform this notarization in a way that would not violate the no-blanks requirement of the Notaries Public Act?

64

## 4. A foreign signer who speaks English brings you a document written in a language you cannot read. What should you do?

- A. Refer the signer to a Notary that speaks and understands the signer's language.
- B. Ask the signer to return with a translator or interpreter.
- C. If the document has notarial certificate wording and a signature that you can read and understand, you may proceed.
- D. Refuse to do the notarization.

65

## 5. Someone mentions that your signer is in the early stages of Alzheimer's disease. What should you do?

- A. Refuse even to meet the signer.
- B. Screen for identity, willingness and basic awareness, as you would for anyone else.
- C. Call the doctor for a consultation, then decide how to proceed.
- D. Verify the signer's identity with a family member.

66

**6. When a notary leaves a place of employment, the seal and journal:**

- A. Remain the property of the employer.
- B. Remain the property of the employer if he or she paid for those items.
- C. Belong solely to the notary and may not be surrendered to anyone else.
- D. Remain the property of the employer if less than two weeks' notice is given before leaving.

67

**7. Notary employees can comply with a request to have their journal inspected outside their presence when:**

- A. The request comes from a former client for whom you performed a notarization.
- B. When the requestor pays the \$5 notary fee.
- C. The request is related to company business.
- D. At no time. Notaries must keep control of their journals at all times.

68

**8. A co-worker of a notary can use the notarial seal:**

- A. When your employer, who purchased the seal, directs you to perform a notarial act.
- B. When the document requiring notarization relates to a critical division matter.
- C. Under no circumstances.
- D. When the notary provides written permission on a business letterhead.

69

**THANK YOU FOR ATTENDING!**

- ✘ Make sure you have signed in
  - to receive credit for attending.
- ✘ Remember your Certificate of Completion.

70

**CONTACT US**

Colorado Secretary of State  
Notary Section  
1700 Broadway, Suite 200  
Denver, CO 80290

**By e-mail:** [notary@sos.state.co.us](mailto:notary@sos.state.co.us)

**Notary Help Line:** 303-894-2200 ext. 9500

71