

## Title V – Administration and Legislation

### Section 403 – APPOINTMENT OF COUNTY EMPLOYEES AS NOTARIES PUBLIC

Section 8202 of the Government Code sets forth the procedures and regulations whereby the Secretary of State can appoint County employees as Notaries Public to act for, and on behalf of, the County by whom they are employed. The County Administrative officer has been authorized on January 14, 1969, to execute certificates authorizing appointments of Notaries Public for county purposes, pursuant to Government Code Section 8202.5 for:

- a. Initial appointments as deemed essential for County business;
- b. For the renewal of the above-noted county employees currently serving as County Notaries Public, upon expiration of their current appointment.

Those departments requiring the services of a Notary Public should fill out the form “Certificate Authorizing Appointment of Notary Public for County Purposes” and submit a justification request to the County Administrative Officer for approval.

#### CERTIFICATE AUTHORIZING APPOINTMENT OF NOTARY PUBLIC FOR COUNTY PURPOSES

I certify that I, Carlos J. Palacios, am the County Administrative Officer of Santa Cruz County, and I am the duly authorized agent of the County Board of Supervisors for the purpose of authorizing the appointment of County employees as notaries public for County purposes.

I certify that the appointment of \_\_\_\_\_, who is employed in the \_\_\_\_\_ will be solely for County purposes.

Signed

Carlos J. Palacios  
County Administrative Officer  
County of Santa Cruz

Requested by Department Head

Dated

APPROVED AS TO FORM:

County Counsel

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