



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### HSCEP OP: 50.15, Notary Appointments

**PURPOSE:** The purpose of this Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish an orderly method to apply for an appointment to serve as a notary public when such services are required.

**REVIEW:** This HSCEP OP will be reviewed on July 15 of every fourth year (E4Y) by the Director of Accounting Services, with recommendations for revisions submitted to the Chief Financial Officer by August 1.

### POLICY/PROCEDURE:

1. **New Appointments.** Texas notary public application form sets, which include application forms, instructions, order forms, and prepaid return envelopes, can be obtained from the following agency address:

Texas Secretary of State  
Notary Public Unit  
P.O. Box 13375  
Austin, Texas 78711-3375  
(512) 463-5705

The forms can also be obtained from the website of the Secretary of State at <https://webservices.sos.state.tx.us/forms/2301.pdf>.

2. **Payment of Fees.** A TechBuy Requisition should be prepared and made payable to the applicable agency in accordance with the instructions on the application form.
  - (a) The amount of the TechBuy Req should match the applicable notarization fee. In rare cases where a notary bond is required, a separate TechBuy Req must be submitted to pay the insurance agency or bonding company.
  - (b) Educational and General funds may be used only if Texas statute requires that department documents be notarized. When such a requirement exists, E&G funds may be used if the statute is clearly referenced on the TechBuy Req in the description area.
  - (c) Within the description area, the TechBuy Req should indicate the name of the notary public appointee and the institutional purpose/benefit of the appointment.
3. **Renewals.** Persons requiring renewal of their notary public appointment will receive a renewal notification from the Secretary of State. The renewal fee can be paid using the process described in Section 2 above.
4. **Risk Management.** The Texas Tech University System Office of Risk Management is available to assist with the renewals of notary appointments.