



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



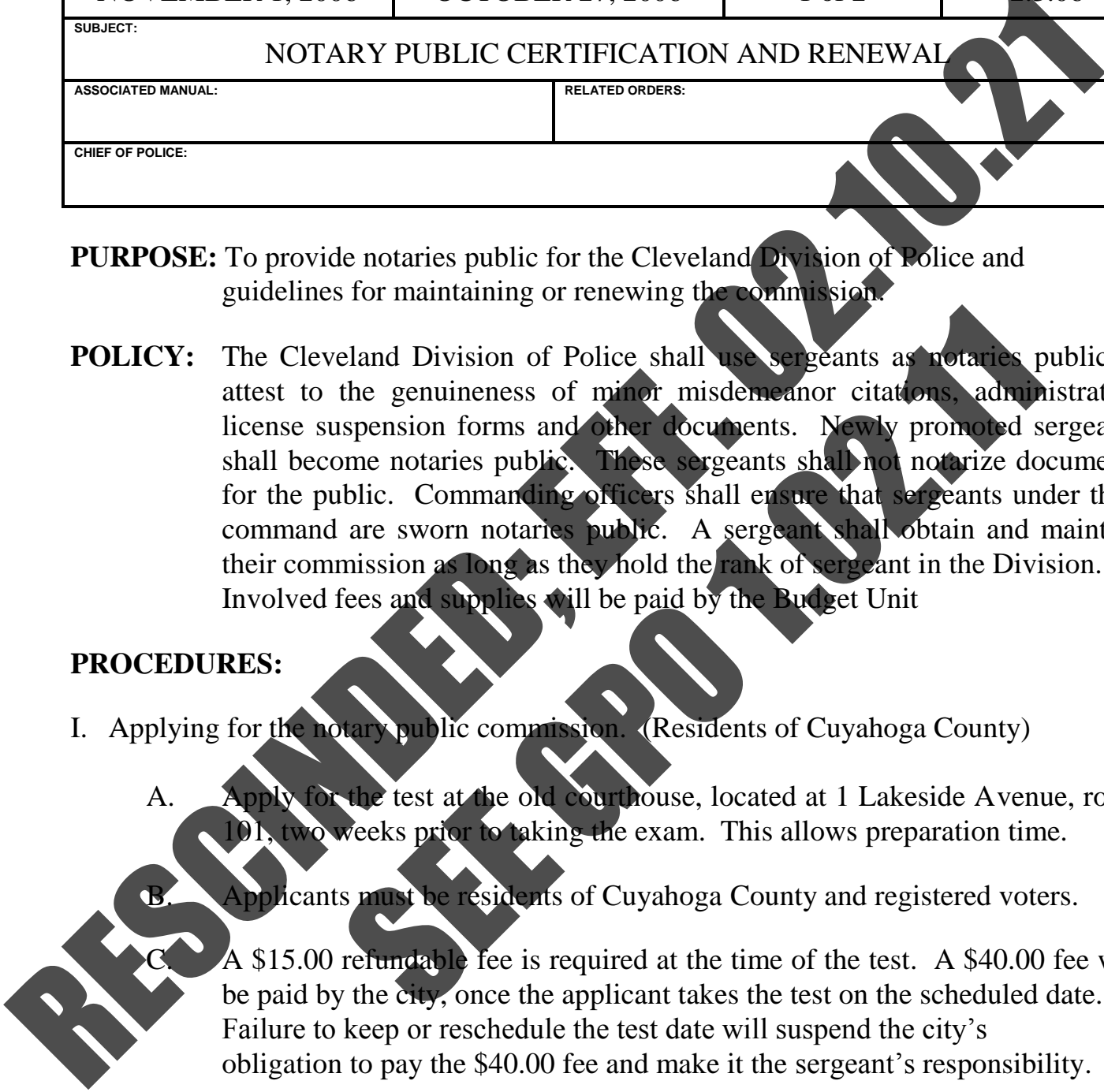
EFFECTIVE DATE: NOVEMBER 1, 2006	REVISED DATE: OCTOBER 27, 2006	NO. PAGES: 1 of 2	NUMBER: 23.06
SUBJECT: NOTARY PUBLIC CERTIFICATION AND RENEWAL			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE:			

PURPOSE: To provide notaries public for the Cleveland Division of Police and guidelines for maintaining or renewing the commission.

POLICY: The Cleveland Division of Police shall use sergeants as notaries public to attest to the genuineness of minor misdemeanor citations, administrative license suspension forms and other documents. Newly promoted sergeants shall become notaries public. These sergeants shall not notarize documents for the public. Commanding officers shall ensure that sergeants under their command are sworn notaries public. A sergeant shall obtain and maintain their commission as long as they hold the rank of sergeant in the Division. Involved fees and supplies will be paid by the Budget Unit

PROCEDURES:

- I. Applying for the notary public commission. (Residents of Cuyahoga County)
 - A. Apply for the test at the old courthouse, located at 1 Lakeside Avenue, room 101, two weeks prior to taking the exam. This allows preparation time.
 - B. Applicants must be residents of Cuyahoga County and registered voters.
 - C. A \$15.00 refundable fee is required at the time of the test. A \$40.00 fee will be paid by the city, once the applicant takes the test on the scheduled date. Failure to keep or reschedule the test date will suspend the city's obligation to pay the \$40.00 fee and make it the sergeant's responsibility.
 - D. A \$6.00 refundable fee is also required to record the Notary Public commission with the Clerk of Courts.
 - E. The \$15.00 and \$6.00 fees and all required supply costs for Cuyahoga County sergeants are repaid by the Budget Unit after the member submits the necessary receipts and attached form.



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- F. Direct scheduling and expired certification concerns to Mary Phillips or Jane Briggs at the Notary Commission; the telephone number is (216) 443-5414.
- II. Sergeants who do not reside in Cuyahoga County shall make test arrangements in the county of their residence and submit paid receipts for all test fees and supplies to the Budget Unit for reimbursement with the form attached.
- III. Sergeants shall use their notary public certification to sign Minor Misdemeanor Citations and Administrative License Suspensions on the Deputy Clerk's line.
- A. Sergeants shall put a line through the words "Deputy Clerk".
- B. They shall place their Notary Public impression near the signature.
- IV. A notary public commission expires five years to the day it is issued. A sergeant has up to one year beyond the expiration date to renew without retesting, but the commission is ineffective/unusable immediately upon expiration.
- V. Maintaining a Notary Public Commission
- A. Apply six weeks prior to the expiration date to extend a commission.
- B. File with the commission at the address listed in I.A.
- C. Renewal in Cuyahoga County requires a \$45.00 fee, which the Budget Unit will repay when they are billed by the Notary Commission. The member must also present their notary card and notary commission at the time of renewal. Sergeants who reside outside of Cuyahoga County shall present paid receipts and the form attached to the Budget Unit for reimbursement.
- VI. Commanding officer's shall ensure that sergeants under their command are sworn notaries public and verify biannually, in January and July, that their commissions are current.
- VII. Sergeants shall serve as notaries public for the Division, notarizing documents with a notary public seal and using a rubber stamp bearing their name and the expiration date of their commission.