

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 30, 2023	Page 1 of 5
	POLICY AND PROCEDURE		SUPERSEDES:	3125.1B July 20, 2010	
			OPI:	DDA	
			REVIEW DATE:	October 30, 2024	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	APPOINTMENT OF NOTARIES PUBLIC			
NUMBER:	3125.1C				
Attachments:	None				

SUMMARY OF CHANGES:

Section	Change
§11. c.	<i>Language was removed to reflect the Director's responsibility to publish a list of employees Government Notaries public annually in January of each year no longer being a requirement in the DC Code.</i>
	<i>Minor changes throughout the policy.</i>

APPROVED:

Signature on File



Thomas Faust, Director

10/30/2023

Date Signed

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 30, 2023	Page 2 of 5
POLICY AND PROCEDURE		SUPERSEDES:	3125.1B July 20, 2010	
		REVIEW DATE:	October 30, 2024	
SUBJECT:	APPOINTMENT OF NOTARIES PUBLIC			
NUMBER:	3125.1C			
Attachments:	None			

1. **PURPOSE AND SCOPE.** To establish policy and procedures within the D.C. Department of Corrections (DOC) for the appointment of employees as government notaries public when they are required to serve in that capacity in the performance of their official duties, and to authorize an allowance not in excess of the expense incurred to obtain the commission.

2. **POLICY.** It is the policy of the DC Department of Corrections (DOC) to ensure that notary services are provided to employees of DOC when required for their official duties and for inmates when required for power of attorney documentation and access to the courts.

3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

 - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

4. **PROGRAM OBJECTIVES.** The expected results of this policy are:
 - a. Government notary public services shall be provided for employees of the DOC in the performance of their official duties.

 - b. Government notary public services shall be available for inmates, committed to the custody of the DOC, when required for power of attorney and access to the courts.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 30, 2023	Page 3 of 5
POLICY AND PROCEDURE		SUPERSEDES:	3125.1B July 20, 2010	
		REVIEW DATE:	October 30, 2024	
SUBJECT:	APPOINTMENT OF NOTARIES PUBLIC			
NUMBER:	3125.1C			
Attachments:	None			

5. DIRECTIVES AFFECTED

a. Directives Rescinded

- 1) PP 3125.1B Appointment of Notaries Public (7/20/2010)

b. Directives Referenced. None.

6. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; Promulgation of Rules.

7. STANDARDS REFERENCED. None.

8. DELEGATION OF AUTHORITY. The Deputy Director, Warden, Deputy Wardens, Administrators, and division Chiefs are delegated authority to select and monitor nominees for appointment as government notaries public subject to the approval by the Director or his designee.

9. PROCEDURES

- a. Requests for appointment of an employee as a government notary public shall be submitted by memorandum through the chain of command to the Director for approval. All requests shall be based on a realistic appraisal of the employee's job, its relationship to the actual needs of Notary Public services, the number of documents to be notarized and the availability of such services from other Offices or Divisions.
- b. If the request is disapproved, the request memorandum shall be returned to the employee with a statement signed by the disapproving official stating why the request was disapproved.
- c. If the request is approved, the approved memorandum shall be returned to the employee with the approval noted and signed by the approving official.
- d. After the employee receives the memorandum approving the request to be a government notary public, the employee shall apply to be appointed in the District of Columbia.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 30, 2023	Page 4 of 5
POLICY AND PROCEDURE		SUPERSEDES:	3125.1B July 20, 2010	
		REVIEW DATE:	October 30, 2024	
SUBJECT:	APPOINTMENT OF NOTARIES PUBLIC			
NUMBER:	3125.1C			
Attachments:	None			

- e. When an employee has been appointed, he or she shall submit a request for materials and supplies, along with a copy of the approved memorandum, through the chain of command.
- f. Payment of notary public expenses in obtaining a commission shall be limited to commission fee, rubber stamps, seal and notary bond as may be required by the laws of the District of Columbia as applicable.

10. RESTRICTIONS

- a. Government notary fees shall not be collected at any time when a Notary Public is exempted from the payment of the license fee under D.C. Code § 1-1201(b) and appointed under the provisions of this Policy.
- b. Government notary services for employees shall be limited to the performance of government duties.
- c. Government notary services shall be limited to DOC business and to inmates requiring notary services for power of attorney and access to courts.
- d. An employee may only serve as a government notary public as provided in this policy. The employee may not serve as a notary public during non-working hours. Notary services should be limited to documents related to District business and/or an inmate's need for the notarization of a document.

11. RECORDS AND REPORTS

- a. Government notaries licensed in the District of Columbia shall keep a journal of all notarial acts performed, which includes:
 - 1) The name and address of each person for whom you notarize a document.
 - 2) The date he or she appeared before you.
 - 3) The type of identification presented to you.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	October 30, 2023	Page 5 of 5
POLICY AND PROCEDURE		SUPERSEDES:	3125.1B July 20, 2010	
		REVIEW DATE:	October 30, 2024	
SUBJECT:	APPOINTMENT OF NOTARIES PUBLIC			
NUMBER:	3125.1C			
Attachments:	None			

- 4) The type of document involved.
 - 5) The location where the notarial act was performed.
 - 6) The signatures of all those who signed the document.
 - 7) In the case of a witness, record the name, address and signature of the witness and the person who signed the documents.
- b. The journal may be kept by hard copy or electronically, but if electronically, it must be on tamper-evident technology. If by hard copy, it must be a permanent bound register with numbered pages. Upon termination of a commission for any reason the notary must turn the journal into the District of Columbia Office of Notary Commissions and Authentications (ONCA) office. This is the notary's responsibility, not the business or the agency. Except as otherwise allowed by law, a notary public shall not withhold access to or possession of an original record provided by a person who seeks performance of a notarial act by the notary public.