

**PROCEDURES AND GUIDELINES FOR THE  
ISSUANCE OF NOTARY PUBLIC SEALS  
State of California  
Office of the Secretary of State**

**GENERAL PROVISIONS**

Government Code Section 8207, precludes the manufacture of any notary public seal except by a permit holder. As used in these procedures and guidelines, "manufacture" refers to the production or fabrication and assembling of the component parts of notary public seals. Permits to produce or manufacture notary public seals will not be issued to individuals, companies or other entities that only place or transmit orders for notary public seals rather than produce or manufacture notary public seals. Notary public seals include stamps, embossers and those produced by electronic means. Only notary public seals produced or manufactured by a permit holder can be duplicated, sold or offered for sale to California notaries public including replacement seals for those previously produced or manufactured. Permits to produce or manufacture notary public seals can be obtained by submitting a completed application prescribed by the Secretary of State along with an issuance fee in the amount of fifty dollars (\$50.00).

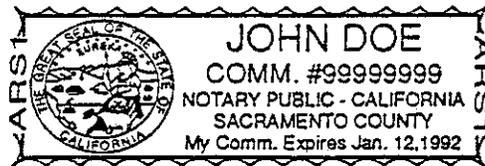
**REQUIREMENTS FOR ALL AUTHORIZED MANUFACTURERS**

1. The manufacturer shall include on the notary public seal all the required elements as provided for in Government Code Section 8207 as follows:
  - The name of the notary public;
  - The State Seal;
  - The words "Notary Public";
  - The filing county shown on the certificate of authorization;
  - The notary public commission expiration date;
  - The notary public commission number;
  - The manufacturer identification number.

The seal may be circular not over two inches in diameter, or may be rectangular not more than one inch in width by two and one-half inches in length, with a serrated or milled edged border, as shown below:



Sample Seal Impression



Sample Stamp Impression

Notary public seals must also embody all of the following attributes:

- Be unique to the person using it;
- Be capable of verification;
- Be under the sole control of the person using it; and
- Be accepted in the same format and appearance as transmitted.

Manufacturers must demonstrate that the proposed seal meets the requirements of Government Code Section 8207 before the Secretary of State will assign the manufacturer an identification number. A description of the process that will be used to meet the requirements must be provided to the Secretary of State. A presentation to the Secretary of State's office may also be required in order to meet this requirement.

2. The manufacturer will produce a notary public seal only upon the presentation of a Certificate of Authorization issued by the Secretary of State providing for the production or manufacture of that specified seal. A manufacturer may produce a seal based on the receipt of a facsimile copy of the original Certificate of Authorization but the manufacturer shall not release possession of the notary public seal until the original Certificate of Authorization has been received and examined for authenticity. A notary public seal produced based on the receipt of a facsimile copy of the original Certificate of Authorization shall be destroyed by the manufacturer if the original Certificate of Authorization is not received and found to be authentic within thirty (30) days of the seal's production.
3. The manufacturer shall use the produced or manufactured seal to affix the actual impression or image of the produced or manufactured seal to the original Certificate of Authorization and return it to the Secretary of State within thirty (30) days.
4. The manufacturer shall keep a copy of the Certificate of Authorization with the seal image and a copy of the purchase order for a period of five years. The copies shall be maintained and be accessible by notary public name, by the commission number assigned to each notary public by the Secretary of State, or by the date the commission was issued to the notary public.
5. The manufacturer shall provide the Secretary of State, within thirty (30) days of a written request, any information within the manufacturer's possession or control with respect to the production or manufacture of any notary public seal.
6. The manufacturer shall maintain quality control, within the standards accepted in the industry, to ensure that all seals produce legible impressions and/or images when used as directed.
7. The manufacturer shall provide the name, address, telephone number and signature of an individual who shall, as an agent of the applicant, agree to exercise reasonable care to ensure that the applicant complies with all provisions of law relating to the production or manufacture of notary public seals including the terms and conditions set forth in the application. The Secretary of State shall be notified within thirty days, by certified mail, return receipt requested, if any of the information stated on the application changes.
8. Notwithstanding any other provision of these procedures and guidelines, a manufacturer who receives an order for the production or manufacture of more than one style of seal, with respect to an individual notary public, may contract with another authorized

manufacturer for the production of said seals provided that: (a) the manufacturer shall provide the subcontractor with a copy of the Certificate of Authorization issued by the Secretary of State; (b) the subcontractor's permit number shall be the one included on the seal; (c) the subcontractor shall forward the produced or manufactured seal to the manufacturer for transmission to the notary public; (d) the manufacturer shall affix the actual impression or image of the seal to the Certificate of Authorization and return it to the Secretary of State pursuant to these guidelines; and (e) both the manufacturer and the subcontractor shall maintain for at least five years full documentation of all aspects of the transaction.

## **CERTIFICATES OF AUTHORIZATION**

A Certificate of Authorization to produce or manufacturer a seal shall contain the same number as is assigned to the notary public. The certificate may authorize the production or manufacture of more than one seal with respect to a given notary public.

## **TERM OF MANUFACTURER'S PERMIT**

A manufacturer permit shall remain in effect until suspended, terminated, or surrendered or until the individual assuming personal responsibility and liability for compliance resigns or is otherwise unable to serve in that capacity. If the permit is held by a corporation or other entity, a new application shall be submitted if the manufacturer permit is sought to be transferred to an individual or to another entity.