

NOTARY BONDS

Auburn University and the Alabama Cooperative Extension System have contracted with Notary Public Underwriters to provide notary bonds for all off-campus secretaries. Six months prior to individual bonds expiration date, the off-campus secretaries will receive an application directly from Notary Public Underwriters which should be completed and returned to Administrative Services. When new secretaries are hired and it is determined that they need to become a notary, an application should be completed and sent to the same office for processing. (Applications and guidelines can be obtained from the Administrative Services office). Payment for all notaries will be made directly from Auburn via Administrative Services.

Certificates will be sent from Notary Public Underwriters indicating approval of the application. Notary bonds are in effect for a 4-year time period.