

**HB 4020 STAFF MEASURE SUMMARY**

**Carrier:** Sen. Manning Jr

**Senate Committee On Rules**

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**Action Date:** 02/29/24  
**Action:** Do pass.  
**Vote:** 3-0-2-0  
**Yeas:** 3 - Lieber, Manning Jr, Steiner  
**Exc:** 2 - Hansell, Knopp  
**Fiscal:** Has minimal fiscal impact  
**Revenue:** No revenue impact  
**Prepared By:** Leslie Porter, LPRO Analyst  
**Meeting Dates:** 2/27, 2/29

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**WHAT THE MEASURE DOES:**

The measure requires all applicants for a commission as a notary public to complete a course of study offered by the Secretary of State (SOS) or an approved entity before taking the required test administered by the SOS. This training requirement will apply to all applicants on or after January 1, 2025.

**ISSUES DISCUSSED:**

- The party liable for errors made by a notary public
- Bonding requirements
- Provisions of the measure

**EFFECT OF AMENDMENT:**

No amendment.

**BACKGROUND:**

A notary public is an individual commissioned to perform a notarial act by the Secretary of State (SOS), including taking an acknowledgment; administering an oath or affirmation; taking a verification on oath or affirmation; witnessing or attesting a signature; certifying or attesting a copy; and making, noting, or recording a protest of a negotiable instrument. The term of a commission is four years.

Under current law, an applicant for a commission as a notary public must meet certain qualifications and pass a test administered by the SOS. New applicants must complete a course of study offered by the SOS, or an entity approved by the SOS, before taking the test. Currently, the SOS offers self-paced online training through Workday, basic and advanced instructor-led webinar trainings, and in-person trainings.