

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

**POLICY CODE
7.17
ADOPTED PRIOR TO: 07/87
REVIEWED: 11/11/10**

NOTARY PUBLIC

I. Information and Regulations

- A. There is a need and a desire to have a Notary of the Public available in each public school building.
- B. Any secretary/clerk who has been employed by the Talbot County Public Schools for a minimum period of two years can complete a Notary Application and return same the Personnel Department for processing. The Board will pay the application fee and will pay for the cost of the Notary Seal.
- C. It is further understood that no secretary/clerk is compelled to submit an application, as it is voluntary. -Services performed in the school for all school personnel must be free of charge. If you resign your position and leave the School System, the Notary Seal (property of the Board of Education) must be returned to the Personnel Department.

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