



WOS# 2008-005 – Tribal Notary Public Statute Question and Answer

What is a tribal notary public?

A Tribal Notary is a person commissioned by the Enrollment Office authorized to perform “Notarial Acts and “Notarization” within the Little Traverse Bay Bands of Odawa Indians Reservation for a term of 6 years per Waganakising Odawa Statute 2008-005 Tribal Notary Public Statute.

What makes me Ineligible in becoming a Tribal Notary? If you filed for bankruptcy or you have a felony/misdemeanor within 5 years. You must meet the qualifications in WOS#2008-005 Tribal Notary Public Statute Section IV. Commission of Notary Public.

How do I become a tribal notary?

Complete the Application for Notary Public Commission provided by the LTBB Enrollment Office. Include a money order or check of \$10.00 payable to LTBB Enrollment Office. Mail or hand deliver the completed application and check to 7500 Odawa Circle, Harbor Springs MI 49740, ATTN: Enrollment Office. The Enrollment Office will make the determination if the applicant meets the qualifications to receive a Notary Commission.

How long does it take to receive a commission from the Enrollment Office?

This depends on the background check. A background check takes 24 to 72 hours depending on the applicant’s address(es) within past 5 years.

I received notification from the Enrollment Office now what?

If the applicant is eligible or ineligible, a letter will be sent explaining the next process. If the application is incomplete it will be returned and voided. The applicant may reapply at a later date and will require to pay a new filing fee of \$10.00.

When do I purchase a ten thousand \$10,000.00 surety bond?

Once the Enrollment Office receives your completed application and determines the qualifications are met we will then forward the Commercial Surety Application to Brownrigg upon approval via email we will notify you with an acceptance letter and the cost to purchase your \$10,000 surety bond.

Can I purchase a surety bond on my own?

No, because the surety bond company must report all claims against the bond to the Enrollment Office and must comply with WOS # 2008-005 Tribal Notary Public Statute.

When can I start performing notarial acts and notarization?

When the Enrollment Office administers your oath of office and your bond is filed. You will receive a Commission Document and Certificate of Authorization to purchase your notary supplies. **YOU MUST PURCHASE YOUR NOTARY STAMP AND EMBOSSER ONCE YOU RECEIVE YOUR SUPPLIES YOU MAY BEGIN PERFORMING NOTARIAL ACTS.**

Where do I purchase my notary stamp and embosser?

The Enrollment Office will provide you a list of vendors/manufacturers eligible to manufacture a Notary Stamp and Embosser. Contact the Enrollment Office for this information.

Do I need to purchase a Journal book?

Yes, the use of journals is to maintain a complete and accurate record of all notarial acts. The Notary's journal provides a record that may be used as evidence in a court proceeding, and it may protect the Notary against claims of misconduct or negligence. The principal (person whose signature you're notarizing) signs the Journal of Notarial Acts Book.

What is a Tribal Notary stamp?

The Tribal Notary stamp is the exclusive property of the notary. The Tribal Notary stamp has the following information; notaries name, serial number, beginning date, ending date, notaries physical address, "Tribe of the Little Traverse Bay Bands of Odawa Indians, Acting within the LTBB of Odawa Indians Jurisdiction. If the Notary Stamp is lost it is the notaries responsible to notify the Enrollment Office immediately.

What happens if my Tribal Notary Stamp is stolen?

If your Tribal Notary Stamp is stolen or damaged by vandalism you must inform the appropriate law enforcement agency and provide the Enrollment Office with copies of the police report. Upon receipt of such notice the Enrollment Office will issue a new Certificate of Authorization to the notary to purchase a new stamp.

What is an Embosser?

The embosser makes a non-photographical reproducible indentation on the document. The embosser has the following information; tribal notaries name, notary public and LTBB Jurisdiction. An embosser impression may be used in addition to the Tribal Notary Stamp but not in lieu of the stamp.

Where can a notary perform notarial acts?

In any part of the Little Traverse Bay Bands of Odawa Indians' reservation, see map.

Can my notary commission be revoked?

Yes, the Enrollment Office may revoke a Notary Commission if SECTION XI. C. is violated per WOS#2008-005 Tribal Notary Public Statute.

Can I perform Notarial Acts if I have a name change or address/business change?

No, you must notify the Enrollment Office immediately and complete the appropriate paper work. You will be instructed to notify your surety bond company and purchase a new Tribal Stamp or Embosser bearing the new information.

When I notarize documents what kind of identification must the signer produce?

At least one current identification issued by a federal, state, or tribal government bearing the photographic image of the individual's face and signature that is not expired. Refer to your WOS#2008-005 Tribal Notary Statute for Affirmations.

Can I Charge a fee when performing notarial acts?

Yes, the maximum fee that you may charge is ten dollars (\$10.00) or less than the maximum amount. You may also waive the fee. Additional fees for travel may be negotiated between the Notary and the client prior to the commencement of the travel. **REFER TO YOUR TRIBAL NOTARY STATUTE ON COLLECTING FEES WHILE PERFORMING NOTARIAL ACTS ON LTBB COMPANY TIME AS AN LTBB EMPLOYEE.**