



WOS# 2023- 13 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 WOS 2023-13 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 per Tribal Notary Public Statute Section IV. A Qualifications.

How do I become a tribal notary?

Complete the Application for Notary Public Commission provided by the LTBB Enrollment Office, Include a money order/check payable to LTBB or debit card of \$10.00. You must also complete the Commercial Surety Application For Bonds application. VTC Insurance Group will make the determination if you are eligible or ineligible to be bonded.

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

It takes approximately 2 weeks and about 1 month to receive your Tribal Notary Supplies.

The Enrollment Office sent me a letter that states I am Eligible/Ineligible to be bonded. What does this mean?

If you received an approval letter you are at phase two; This means you are eligible to be bonded and must purchase a surety bond in the amount of \$125.00 see invoice that is attached. If you received a Denial letter this means you are not eligible to be bonded. You have thirty (30) days to file an appeal with Tribal Court.

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

As discussed above you will receive an approval letter and invoice from the Enrollment Office. This is the time to purchase a surety bond in the amount of \$125.00 payable to; VTC Insurance Group, 1175 W. Long Lake, Suite 200. P.O. Box 4960 Troy MI 48098-4960.

Can I purchase a surety bond on my own?

No, because the surety bond company reports all claims against the bond to the Enrollment Office and must comply with the 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 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 in LTBB Reservation for a term of six (6) years.

Where do I purchase my notary stamp and embosser?

The Enrollment Office issued a permit to Notary.net therefore all notary supplies must be purchase at <https://www.notary.net/state/ltbb/> or call: 888-263-1977. P.O. Box 41400, Des Moines, IA 50311. Sales@notary.net

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 Notary book.

What is a Notary stamp?

The notary stamp is the exclusive property of the notary. The notary stamp has the following information; notaries name, notary public, tribe of the little traverse bay bands of odawa Indians, serial number, and the commission ending date. If the notary stamp is lost it is the notaries responsible to notify the enrollment office immediately.

What happens if my Notary Stamp is stolen?

If your notary stamp is stolen or damaged by vandalized 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 copy of the commission document 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; notaries name, notary public and LTBB Jurisdiction. An embosser impression may be used in addition to the 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' Trust Land, 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#2023-13 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. At that time the surety bond company must be contacted and you must purchase a new notary seal 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#2023-13 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 Statue on collection of fees while performing notarial acts on LTBB company times as an LTBB Employee.**