Secretary of State

Notary Public Education Vendor

Declaration

Vendor Name: __________________________________________

Lesson Plan Course Name (if different): __________________________________________

I, __________________________, am authorized to make this declaration on behalf of the above-referenced vendor. I have read the Secretary of State’s *Sample Workbook, Functions and Duties of a California Notary Public*, produced by the California Secretary of State, and I will use the Secretary of State’s *Sample Workbook* in its entirety as the approved course of study as part of the approved lesson plan when teaching my notary public education course.

No changes have been made to the Secretary of State’s *Sample Workbook* other than changes to the cover page to conform to the title of the course of instruction identified in the lesson plan. I understand that any modification to the Secretary of State’s *Sample Workbook*, other than to the cover page to conform to the title of the course of instruction identified in the lesson plan, will require prior approval of the entire modified workbook by the Secretary of State and I understand that the modified workbook, along with a Notary Public Education Vendor Application or Amendment (Form NP40) must be submitted to the Secretary of State for complete review and approval before I can use the modified workbook in a notary public education course.

I understand that if I use any other materials such as presentations or handouts in my notary public education course, even if based on the Secretary of State’s *Sample Workbook*, I must submit these other materials to the Secretary of State for approval as part of the approved lesson plan before I can use these other materials in my notary public course of study.

I further understand that if I make any changes in the Secretary of State’s *Sample Workbook* and provide the changed information to my students without prior Secretary of State approval, that would be a violation of California Government Code sections 8201 and 8201.2 and the California Code of Regulations governing notary public education vendors and would be grounds for the Secretary of State to remove my vendor name from the Secretary of State’s website list of approved education vendors and to terminate my certificate of approval as a notary public education vendor.

I declare or certify that the foregoing is true and correct.

____________________________________________________________________________
Vendor’s Authorized Person’s Signature Date

____________________________________________________________________________
Vendor’s Authorized Person’s Printed Name

____________________________________________________________________________
Authorized Person’s Title/Position