

## Department of Planning and Budget 2023 Fiscal Impact Statement

**1. Bill Number:** SB1093

**House of Origin**    ☒ Introduced    ☐ Substitute    ☐ Engrossed  
**Second House**    ☐ In Committee    ☐ Substitute    ☐ Enrolled

**2. Patron:** Ebbin

**3. Committee:** Judiciary

**4. Title:** Notaries; course and examination; journal and electronic record of notarial acts.

**5. Summary:** Requires every applicant for a notary or electronic notary commission to take, within 90 days preceding the application, a course of instruction approved by the Secretary of the Commonwealth and to complete a written examination of such course to the satisfaction of the Secretary of the Commonwealth. The bill specifies that the content of the course and the basis for the written examination shall include notarial laws, procedures, and ethics. The bill also requires any notary to keep a journal of notarial acts and any electronic notary to keep an electronic record of notarial acts and for such notary or electronic notary to keep, maintain, protect, and provide for lawful inspection of such journal or electronic record.

**6. Budget Amendment Necessary:** Yes – Item 67.

**7. Fiscal Impact Estimates:** Preliminary – see Item 8.

**8. Fiscal Implications:** This legislation would require the Office of the Secretary of the Commonwealth (“the Office”) to approve a notary course of instruction and to ensure that notary applicants complete a written examination of that course satisfactorily. In order to implement these requirements, the Office indicates that two additional staff members would be required beginning in fiscal year 2024: an instruction coordinator to develop and administer the training and an instruction verification coordinator to verify that the applicants have taken and satisfactorily completed the requirement before receiving their notary certification. The instruction coordinator is estimated to cost \$157,466 for salary, benefits, and associated non-personnel costs and the instruction verification coordinator is estimated to cost \$107,394 for salary, benefits, and associated non-personnel costs, for a combined total of \$264,860.

**9. Specific Agency or Political Subdivisions Affected:** Office of the Secretary of the Commonwealth

**10. Technical Amendment Necessary:** No.

**11. Other Comments:** This fiscal impact statement has been revised to include estimated personnel impacts provided by the Office of the Secretary of the Commonwealth.

Date: January 24, 2023

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