

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### OFFICE OF THE SECRETARY OF STATE

**1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

One-time waiver of change of address requirement on notary public renewal applications

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue date: June 1, 2001

**3. Summary of the contents of the substantive policy statement:**

Pursuant to A.R.S. § 41-323, the Secretary of State may impose a \$25 fine for failing to comply with the notice of change of address requirement. This Office has determined that notary renewal applications will be given a one-time waiver from the imposed fine. The decision was made based on the costs to process the rejection for the change of address and to begin the renewal process again once the fee was received. A note will be placed in the individual notary public's record that the notary was given a one-time waiver. The notary public will be expected to comply with any future change of address as outlined in A.R.S. § 41-323. Failure to notice this Office as outlined in the referenced statute may result in the imposing of a civil penalty of \$25 against the notary.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Connie Copeland, Director of Business Services

Address: Office of the Secretary of State  
1700 W. Washington, 7th Floor  
Phoenix, AZ 85007

Telephone: (602) 542-5561

Fax: (602) 542-7386

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A free copy of this substantive policy statement may be obtained by contacting the Office of the Secretary of State at the address listed in item #5.