



## IDS NOTARY REIMBURSEMENT POLICY

OCTOBER 13, 2023

The Office of Indigent Defense Services (IDS) recognizes that certain job functions may require staff to occasionally notarize documents. IDS will reimburse eligible permanent employees<sup>1</sup> for notary training, commission, and renewal fees, contingent on availability of funds, based on the following criteria.

1. **IDS will provide reimbursement for the costs of notary training, commission, and renewal fees for one (1) permanent employee of each physical office.** Time-limited and grant funded positions are not eligible.
2. By requesting reimbursement, the hiring authority affirms that there is an IDS business need for the notary commission based on the employee's job duties and office needs, and that no one else in their office has already requested or received reimbursement.
3. To seek reimbursement for a notary commission or renewal fee, the hiring authority must:
  - a. E-mail [pd\\_administration@nccourts.org](mailto:pd_administration@nccourts.org) for pre-approval. The request should include:
    - i. Subject Line: Notary Reimbursement Approval Request
    - ii. The name and job title of the person seeking reimbursement.
    - iii. A brief description of the business need for the employee's notary commission.
    - iv. An attestation that the office has submitted no other notary reimbursement.
    - v. A designation of your county office ("Wake County PD Office, District 10").
    - vi. The physical address of the office.
  - b. Complete an "[Employee Reimbursement Form](#)"<sup>2</sup>.
    - i. The "Office" box should clearly describe the office by county, i.e., Office: "Wake County PD, District 10", "Capital Defender Office, Buncombe County".
    - ii. The physical office address must be typed in the blank box below "Signature of Supervisor".
  - c. Forward the pre-approval email **and** the completed Employee Reimbursement form in a single email to: [ids.employee.reimbursements@nccourts.org](mailto:ids.employee.reimbursements@nccourts.org)

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<sup>1</sup> Eligible employees mean Judicial Branch employees paid from the IDS Budget. This includes full-time IDS staff, Regional, Appellate, Capital, and Public Defenders and their support staff.

<sup>2</sup> The Employee Reimbursement Form is located on the IDS website at the following URL:  
[https://www.ncids.org/wp-content/uploads/2023/10/EmployeeReimbursement\\_10.2023.pdf](https://www.ncids.org/wp-content/uploads/2023/10/EmployeeReimbursement_10.2023.pdf)