

File No. 251252

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: March 5, 2026

Board of Supervisors Meeting:

Date: _____

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OTHER

- FYI Referral 122325
- PAM-Transfer 012926
- DHR Meet and Confer Det 020326
- _____
- _____
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- _____

Prepared by: Monique Crayton

Date: February 27, 2026

Prepared by: _____

Date: _____

Prepared by: _____

Date: _____

1 [Police Code - Non-Legal Immigration Services]

2

3 **Ordinance amending the Police Code to require that individuals who notarize or assist**
 4 **people in completing immigration documents offer a document prepared by the City**
 5 **that identifies free or low-cost immigration legal services providers and consulates;**
 6 **and to authorize the Human Rights Commission to provide assistance to members of**
 7 **the public who wish to file a complaint with a state licensing or enforcement entity**
 8 **against a notary or immigration consultant who allegedly violated legal requirements**
 9 **applicable to their activities.**

10 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
 11 **Additions to Codes** are in *single-underline italics Times New Roman font*.
 12 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
 13 **Board amendment additions** are in double-underlined Arial font.
 14 **Board amendment deletions** are in ~~strikethrough Arial font~~.
 15 **Asterisks (* * * *)** indicate the omission of unchanged Code
 16 subsections or parts of tables.

14

15 Be it ordained by the People of the City and County of San Francisco:

16

17 Section 1. General Findings.

18 (a) Due to the federal government's recent increase in immigration enforcement
 19 actions, it is more important than ever for immigrants to be aware of the legal services
 20 available to them. The City and others fund immigration legal service providers so they can
 21 offer services to low-income members of the community at low or no cost.

22 (b) Immigrants sometimes seek non-legal immigration services at offices of notaries
 23 and immigration consultants. Under state law, notaries are authorized to witness the signing
 24 of documents, and immigration consultants may assist clients with completing certain
 25 immigration forms and submitting required documents. State law prohibits notaries and

1 immigration consultants from providing legal advice, including in immigration proceedings.
2 Nonetheless, there have been instances of notaries and immigration consultants unlawfully
3 holding themselves out as attorneys authorized to provide representation in immigration
4 matters. This unlawful conduct can have a serious adverse impact on the immigration
5 proceedings of individuals who believed they were receiving legitimate legal advice and
6 representation.

7 (c) Notaries and immigration consultants must post notice at their place of business
8 indicating they are not licensed to practice law. And state law prohibits notaries from using
9 the Spanish term "notario" or "notario público" when advertising their services in Spanish,
10 because this term in some Spanish-speaking countries indicates that the person is an
11 attorney.

12 (d) Because immigrants in the City seek assistance with immigration matters from
13 notaries and immigration consultants, it is important that they receive accurate information
14 concerning the availability of legal service providers who can provide advice and
15 representation in immigration proceedings. The purpose of this ordinance is to create a link
16 between individuals seeking legal advice and legal service providers by requiring notaries and
17 immigration consultants to provide clients with a City-created list of pro bono or low-cost legal
18 service providers. People involved in immigration proceedings may also benefit from
19 assistance that the consulate of the country from which they immigrated, and this ordinance
20 also requires the distribution of contact information for such consulates.

21 (e) This ordinance also authorizes the Human Rights Commission to assist individuals
22 who believe that a notary or immigration consultant has engaged in conduct that violates the
23 legal requirements governing their activities to file complaints with the relevant state licensing
24 or enforcement entities.

25

1
2 Section 2. The Police Code is hereby amended by adding Article 13.5, consisting of
3 Sections 978.1, 978.2, and 978.3, to read as follows:
4

5 **ARTICLE 13.5: NON-LEGAL IMMIGRATION SERVICES**

6
7 **SEC. 978.1. DEFINITIONS.**

8 *For purposes of this Article 13.5, the following definitions apply:*

9 *“Non-Legal Immigration Service” means 1) the notarization of documents for a person’s use in*
10 *immigration applications or proceedings by a notary public who holds a commission issued by the*
11 *Secretary of State under Sections 8200, et seq. of the California Government Code , as may be*
12 *amended from time to time, or 2) assistance to a person in completing immigration applications or*
13 *other immigration-related documents provided by an immigration consultant authorized to act as such*
14 *under Sections 224040 through 22449 of the California Business and Professions Code, as may be*
15 *amended from time to time.*

16 *“Non-Legal Immigration Service Provider” means a person who provides Non-Legal*
17 *Immigration Services.*

18 *“Referral Documents” means documents prepared by the Office of Civic Engagement and*
19 *Immigrant Affairs (“OCEIA”) that include both of the following: 1) a list of pro bono and low-cost*
20 *immigration legal service providers, and 2) contact information for local consulates.*

21
22 **SEC. 978.2. INFORMATION TO BE PROVIDED BY NON-LEGAL IMMIGRATION**
23 **SERVICE PROVIDERS.**

24 *(a) A Non-Legal Immigration Service Provider shall offer Referral Documents to each person*
25 *for whom the provider provides Non-Legal Immigration Services.*

1 (b) OCEIA shall create the Referral Documents. OCEIA shall post the Referral Documents to
2 its website for downloading and printing by Non-Legal Immigration Service Providers. OCEIA shall
3 also provide the Referral Documents by e-mail upon request and shall make hard copies of the Referral
4 Documents available at its offices upon request at no cost. OCEIA shall indicate in the Referral
5 Documents that OCEIA prepared the documents and that this Section 978.2 requires Non-Legal
6 Immigration Service Providers to distribute such documents.

7 (c) Enforcement. The Human Rights Commission (“HRC”) shall have authority to enforce the
8 requirement of subsection (a) pursuant to the process established in Chapter 100 of the Administrative
9 Code, except that HRC shall first issue a warning to any Non-Legal Immigration Service Provider who
10 violates subsection (a) before issuing a citation under Chapter 100 of the Administrative Code for a
11 second and any subsequent violation by the same Non-Legal Immigration Service Provider. HRC shall
12 consider in exercising its enforcement discretion whether the Non-Legal Immigration Service Provider
13 provides services to low-income clients who would benefit from receiving the Referral Documents.

14 (d) Outreach and Education. Upon the effective date of the ordinance in Board File No
15 251252, the Director of OCEIA and the Director of the Office of Small Business or their designees
16 shall commence an outreach and education program to inform Non-Legal Immigration Service
17 Providers and the public through a series of public service announcements and/or other direct
18 outreach methods of the requirements of this Section 978.2.

19 (e) Rules and Regulations. The Director of OCEIA or the Director’s designee shall have
20 authority to promulgate any rules and regulations the Director deems necessary to implement this
21 Section 978.2.

22 (f) Preemption. Nothing in this Section 978.2 shall be interpreted or applied so as to create
23 any requirement, power, or duty in conflict with any federal or state law.

1 **SEC. 978.3. ASSISTANCE WITH LODGING COMPLAINTS.**

2 The Executive Director of HRC or the Director's designee shall have authority to provide
3 technical assistance to any person who wishes to lodge a complaint with a state licensing agency or
4 other appropriate authority against a Non-Legal Immigration Service Provider who the person believes
5 has violated any law or regulation governing the services the Non-Legal Immigration Service Provider
6 is authorized to provide the public.

7
8 Section 3. Undertaking for the General Welfare. In enacting and implementing this
9 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not
10 assuming, nor is it imposing on its officers and employees, an obligation for breach of which it
11 is liable in money damages to any person who claims that such breach proximately caused
12 injury.

13
14 Section 4. Severability. If any section, subsection, sentence, clause, phrase, or word of
15 this ordinance, or any application thereof to any person or circumstance, is held to be invalid
16 or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not
17 affect the validity of the remaining portions or applications of the ordinance. The Board of
18 Supervisors hereby declares that it would have passed this ordinance and each and every
19 section, subsection, sentence, clause, phrase, and word not declared invalid or
20 unconstitutional without regard to whether any other portion of this ordinance or application
21 thereof would be subsequently declared invalid or unconstitutional.

LEGISLATIVE DIGEST

[Police Code - Non-Legal Immigration Services]

Ordinance amending the Police Code to require that individuals who notarize or assist people in completing immigration documents offer a document prepared by the City that identifies free or low-cost immigration legal services providers and consulates; and to authorize the Human Rights Commission to provide assistance to members of the public who wish to file a complaint with a state licensing or enforcement entity against a notary or immigration consultant who allegedly violated legal requirements applicable to their activities.

Existing Law

City law does not require state licensed notaries or immigration consultants to distribute to clients a City-created list of pro bono or low-cost immigration legal service providers and local consulates.

Amendments to Current Law

The proposed ordinance would require notaries public who notarize documents for use in immigration proceedings and immigration consultants to offer clients for whom they provide these services a document created by the Office of Civic Engagement and Immigration Affairs that identifies pro bono or low-cost immigration legal service providers and local consulates. The Human Rights Commission would be authorized to enforce this requirement by issuing a warning for a first violation and citations for subsequent violations up to a maximum penalty of \$1,000 per violation. The proposed ordinance would also authorize the Human Rights Commission to assist members of the public who believe a notary or immigration consultant has violated the laws or regulations governing their activities file a complaint with the appropriate authorities.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Derrick Lew, Police Chief, Police Department
Mawuli Tugbenyoh, Executive Director, Human Rights Commission
Jorge Rivas, Executive Director, Office of Civic Engagement & Immigrant Affairs
Carol Isen, Director, Department of Human Resources

FROM: Monique Crayton, Assistant Clerk, Public Safety and Neighborhood Services Committee, Board of Supervisors

DATE: December 23, 2025

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Public Safety and Neighborhood Services Committee has received the following ordinance request, introduced on December 16, 2025:

File No. 251252

[Police Code - Non-Legal Immigration Services]

Ordinance amending the Police Code to require that individuals who notarize or assist people in completing immigration documents offer a document prepared by the City that identifies free or low-cost immigration legal services providers and consulates; and to authorize the Human Rights Commission to provide assistance to members of the public who wish to file a complaint with a state licensing or enforcement entity against a notary or immigration consultant who allegedly violated legal requirements applicable to their activities.

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

CC:
Office of Chair Dorsey
Office of Supervisor Fielder
Steven Lopez, Police Department
Sgt Stacy Youngblood, Police Department
Carl Nicita, Police Department
Giannina Miranda, Police Department
Aliya Chisti, Department of Human Resources

President, District 8
BOARD of SUPERVISORS



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1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. 554-6968
Fax No. 554-5163
TDD/TTY No. 544-5227

RAFAEL MANDELMAN

PRESIDENTIAL ACTION

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No.

(Primary Sponsor)

Title.

Transferring (Board Rule No 3.3)

File No.

(Primary Sponsor)

Title.

From:

Committee

To:

Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor:

Replacing Supervisor:

For:

Meeting

(Date)

(Committee)

Start Time:

End Time:

Temporary Assignment: Partial

Full Meeting

Rafael Mandelman, President
Board of Supervisors

BOARD of SUPERVISORS



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TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Carol Isen, Director, Department of Human Resources
FROM: Monique Crayton, Assistant Clerk, Public Safety and Neighborhood Services Committee, Board of Supervisors
DATE: December 23, 2025
SUBJECT: LEGISLATION INTRODUCED – MEET AND CONFER DETERMINATION

The Board of Supervisors’ Public Safety and Neighborhood Services Committee has received the following Legislation. This matter is being **referred** to you as it may require the Department of Human Resources to fulfill “**Meet and Confer**” requirements. Please review, assess the impact and provide proper noticing as required and report back to on the status of the “Meet and Confer” requirement.

File No. 251252 (ver1)

Police Code - Non-Legal Immigration Services

If you have any questions or concerns, please call me at (415) 554-7750 or email: monique.crayton@sfgov.org To submit documentation, please email or forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

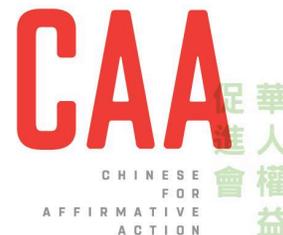
RESPONSE FROM THE DEPARTMENT OF HUMAN RESOURCES - Date: 02/03/2026

- Meet and Confer requirement has been fulfilled.**
- Meet and Confer requirement not applicable.**
- Additional information attached.**

Kate Howard

Department of Human Resources

cc: Aliya Chisti, Department of Human Resources
Kate Howard, Department of Human Resources
Ardis Graham, Department of Human Resources



February 27, 2026

Government Audit and Oversight Committee
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Re: FILE NO. 251252 Notaries ordinance [Police Code - Non-Legal Immigration Services] - SUPPORT

Dear Members of the Government Audit and Oversight Committee,

On behalf of Chinese for Affirmative Action, I am writing to express our support for FILE NO. 251252 Notaries ordinance [Police Code -Non-Legal Immigration Services]. Chinese for Affirmative Action (CAA) was founded in 1969 to protect the civil and political rights of Chinese Americans and to advance multiracial democracy in the United States. Today, CAA is a progressive voice in and on behalf of the broader Asian American and Pacific Islander community, providing service to residents directly in San Francisco's Chinatown. We champion fighting for immigrant rights, language diversity, economic justice to education and digital equity.

During these aggressive and unlawful federal attacks on our immigrant communities, the availability of accurate and reliable in-language immigration legal information is more crucial than ever. Immigrants eager to secure legal counsel to protect against threats from federal immigration authorities may easily fall victim to fraudulent practices, such as those by unscrupulous notaries. This legislation establishes an important mechanism to support immigrant communities in San Francisco against notary fraud and will provide further safeguards against notaries who charge clients for fraudulent legal counsel. We strongly urge you to support this ordinance.

California State law requires proper signage in English and appropriate languages that indicates they are not certified to provide legal advice, yet this is rarely enforced. This proposed ordinance will inform immigrants of local legal services, and their country consulate contacts, both avenues to receiving proper support and counsel for their immigration cases, listings that are already available and will be provided by the San Francisco Office of Civic Engagement and Immigrant Affairs (OCEIA). This information is vital to immigrants and will direct them to accessible legal services for their cases.

Finally, the role of the Human Rights Commission in this legislation is a welcome resource, for both enforcement of these local regulations, but also in supporting immigrants who wish to submit complaints to the State regulatory agency, should they have been victims of fraudulent legal advice provided by notaries.

We know that notary fraud is a rampant problem statewide and in San Francisco in particular. In San Francisco, there have been many reports of such activity, including the very high-profile lawsuit filed by the City Attorney against notary Leonard Lacayo resulting in the courts requiring him to pay \$600,000 due to his predatory behavior against hundreds of immigrants. This unlawful conduct has dangerous consequences for immigrant families.

Please approve this important piece of legislation that will provide additional protections and support for immigrants in San Francisco.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anisha Hingorani', written in a cursive style.

Anisha Hingorani
Policy Manager
Chinese for Affirmative Action

Cc:

Supervisor Jackie Fielder
Supervisor Stephen Sherrill
Supervisor Danny Sauter
Clerk Monique Crayton, San Francisco Board of Supervisors

Introduction Form

(by a Member of the Board of Supervisors or the Mayor)



I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- 3. Request for Hearing on a subject matter at Committee
- 4. Request for Letter beginning with "Supervisor inquires..."
- 5. City Attorney Request
- 6. Call File No. from Committee.
- 7. Budget and Legislative Analyst Request (attached written Motion)
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- Yes No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: