



# Notary Public Services

**Purpose:**

To accommodate the campus community with notary services as time allows for the notary without interfering with regular workload.

**Process:**

1. Appointment must be made with Notary.
  - a. Give individual appointment request sheet to complete
  - b. Notary will call to make an appointment
  
2. Bring the following to the appointment:
  - a. Picture ID
  - b. \$10 per signature pay with cash only
  - c. Document to be notarized (must be complete)
  - d. If certifying diploma, original diploma
  
3. Student/Faculty/Staff keeps top portion of this sheet. Bottom portion is given to Notary as soon as possible.

Name: \_\_\_\_\_ Dept/Major: \_\_\_\_\_

Date/Time Requested: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

Keep for your information

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## Notary Public Appointment Request

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dept/Major: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Date/Time Requested for appointment:**

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_