



Policy 2.73 Notary Service

Responsible Official: Vice President for Finance/Chief Finance Officer

Administering Division/Department: Student Financial Services

Effective Date: June 01, 2008

Last Revision: January 28, 2009

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Overview

To provide policy regarding notary service.

Applicability

All employees and students.

Policy Details

During regular business hours, Student Financial Services provides notary services to students. This includes verifying signatures, certifying true copies of original documents and swearing or affirming documents that are to be used in or outside of the county.

This is a free service for actively enrolled students, faculty and employees of the University.

Definitions

Notary Public: Individual legally empowered to witness signatures and certify a document's validity.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.73>
- [Student Financial Services](http://www.emory.edu/studentfinancials/index.shtml) (<http://www.emory.edu/studentfinancials/index.shtml>)

Contact Information

Subject	Contact	Phone	Email
Student Accounts	Student Financial Services	404-727-6095	student.financials@emory.edu

Revision History

No previous versions of this policy were found.

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.