



## **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

### **Policy Sections:**

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Definitions
- V. Related Links
- VI. Contact Information
- VII. Revision History

### **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**

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

## **Revision History**

**No previous versions of this policy were found.**

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