

## **Notarial Services**

The Office of Legal Affairs is pleased to offer limited notary services to faculty, staff, and students. The Office of Legal Affairs is located in Suite 130 of the Perkins Administration

**Acts that require recordation or administration.** The notary will not notarize acts of sales, wills, trusts, or any acts that require recordation or administration.

**Documents not in English.** Even if an English translation is provided, the notary will not notarize documents that are in another language.

**Undrafted or incomplete documents.** The notary does not draft documents or provide documents to be notarized. Additionally, the notary will not complete forms, such as an I-9.

You may contact the Office of Legal Affairs if you have any questions concerning a particular