

La Sierra University

Notary Public Policy

The University provides Notary Public services to conduct its legal and business affairs.

The current Notaries on campus are:

Cheryl Bauman – School of Business – Ext. 2464
Nirma Carrera – Human Resources – Ext. 2088
Carmen J. Cordero – Financial Administration – Ext. 2003
D’Arcee Krueger – Financial Administration – Ext. 2002
Rosalie M. Lynn – English & Communication – Ext. 2250

Notaries are regulated by the California Notary Laws and will not notarize documents that do not follow such laws and regulations. Notaries are not authorized to prepare or complete documents for others, nor give legal advice on any matter relating to a document.

In addition, the University provides Notary service to students and employees for a discounted fee of \$5.00 per signature. Payment is due at time of service. Notary services may be provided to friends and family of employees as time permits at the regular and customary rate charged by Notary Publics. (Current rate is \$10.00 per signature).

Procedure

- **Appointment**
Please call ahead of time for an appointment with the notary public. Be prepared to pay the fee as stated above.
- **Identification**
Bring a valid form of identification. For example, state-issued drivers license, passport, etc.
- **All Parties Present**
If document requires more than your signature, please make sure each person is present with required identification.
- **Know Your Document**
Know what type of notarization you need -- an acknowledgment, Jurat or other -- prior to your arrival to the appointment. This is especially important if the notarial certificate is not attached to your document. Because they are not attorneys, notaries cannot decide the type of notarization because the type of notarization can have important legal ramifications. Notaries are prohibited by law from choosing notarial certificates, preparing documents, or providing advice.
- **Mark Pages To Be Notarized**
Before you arrive, mark the page(s) that need to be notarized if you are bringing in a large document. Please pay special attention to any blank spaces on the page to be notarized. If there are blank spaces on the page to be notarized, please put a line through the space or write "NA" (not applicable).