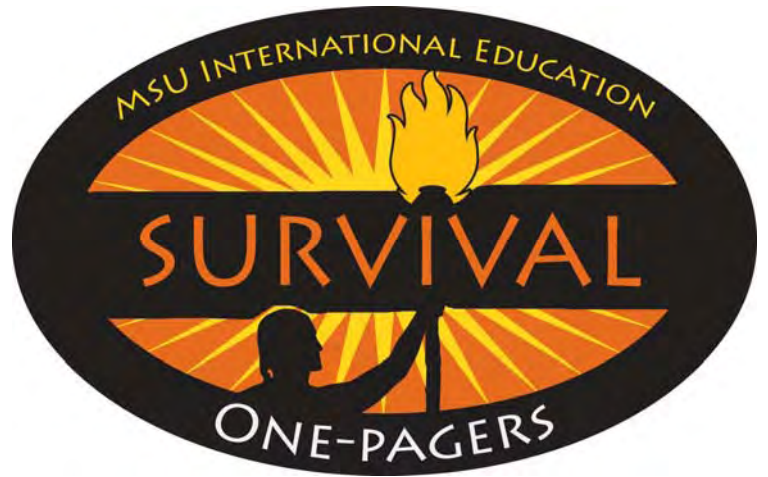


Notarization

Need to get a document notarized?
Not sure what a notary is or where to find one?
Check out the information below!



“What does it mean to have a document notarized?”

A notary is an official witness that the person who signs a document is the same person whose name and signature appear on the document.

“Where can I find a notary?”

Notaries are usually available at any bank. Also, you may find several notaries on campus.

Here are a few notaries located on campus:

Ms. Carol Martin (325-2275, McCain Hall, Room 250)

Ms. Carol Walker (325-3741, Montgomery Hall, Room 150)

Ms. Marianne Mordecai (325-3557, Herbert Hall, Room 127)

Ms. Lari Wright (325-2867, Herbert Hall, Front Desk)

Remember, it is important to call ahead and make an appointment!

“How much does it cost to have a document notarized?”

There is usually no charge to have a document notarized.

“What do I need to take with me to have a document notarized?”

If you are the person signing the document, then you need to take official identification with you, such as a government issued ID card (passport, driver’s license, etc.)

“What text must be included on a document so that it can be notarized?”

This information must be typed on the document before you take it to the notary:

Subscribed and sworn to before me in my presence, this ____ day of _____, 20_____, a Notary Public in and for the County _____ State of _____

My commission expires _____ 20_____.

Remember, the notary must actually WATCH you sign the document!

Need more information?

Contact Alexis Powe

Memorial Hall, Room 104

662-325-5001

apowe@aoce.msstate.edu

MSU International Education Survival One-Pagers created by Mississippi State University International Education Division of Academic Outreach and Continuing Education - Memorial Hall - 365 Barr Avenue - MS State, MS 39762
662-325-2648 www.aoce.msstate.edu



MISSISSIPPI STATE
UNIVERSITY™

Division of Academic Outreach & Continuing Education