

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Southeastern University Use and Providing of Notary Publics

POLICY NUMBER:

EFFECTIVE DATE:

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

Southeastern University will provide (free of charge) to students and employees the service of a notary public for all college-related documents. The university will also notarize personal documents for students and employees, provided that the process of notarizing personal documents does not unduly interfere with the ongoing work of the department providing the notary service.

PURPOSE:

To provide a comprehensive and uniform policy concerning the establishment of university-provided notary publics. This policy will govern which university departments must continually provide notary public service and will determine what items university provided notary publics can and cannot notarize during university work hours.

SCOPE:

This policy encompasses all university departments and identifies departments which produce documents that are required to be notarized.

DEFINITIONS:

University provided notary public: is a university employee where the university has paid the expenses to obtain a notary public commission.

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

The notarizing of university documents will primarily be the responsibility of the department requiring the document to be notarized, but all departments that are in the position of providing services to students or prospective students will be available to notarize university-related documents as well. Documents that are not university related can be notarized in Human Resources (employees) and Student Life (students).

Each department that is expected to provide notary service must build the cost of obtaining the notary commission and related notary insurance into the departmental budget.

Departments that require university-related documents to be notarized are:

*Academic Affairs

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- *Business Office
- *Education
- *Development Office
- *Housing and Conference Services
- *Ministries Development
- *Student Life/Health Services

Departments that are required to provide notary service should place that task in the job description of the position(s) that will be required to perform that service. When a new employee is hired into that position, that employee will contact Notary Public Underwriters (800-821-0821) to begin the process of obtaining a notary license. Upon completion of the process, that person will inform the Human Resources Department that they are able to begin notarizing documents.

APPROVAL:

DISTRIBUTION:

AUTHOR: