Notary Public

Notaries Public are officers of the state, authorized by law to certify documents such as wills, deeds, visas, and legal consent forms; take affidavits; and administer oaths. It is their responsibility to screen the signers for their true identity, their willingness to sign without duress or intimidation, and their awareness of the general import of the document. Essentially, notaries engender a trust that the critical signed documents we rely on are authentic, and were not forged by another person.

Where can I find one?

IU Student Legal Services
Poplars Building, 400 E. 7th Street, Room 712
Bloomington, IN
812-855-7867
Use the “schedule an appointment” link at https://getlegal.indiana.edu to complete a request for service form; indicate “Notarization for VISA/overseas study program”.

City Clerk’s Office
City Hall, 401 N. Morton St., Suite 110
Bloomington, IN
812-349-3408
If you don’t live in Bloomington, check with your local city or county clerk.

Pak Mail
2600 S. Henderson Street
Bloomington, IN 47401
812-339-4911

The UPS Store in the Indiana Memorial Union
900 E. 7th Street
Bloomington, IN
812-856-9070
Or use store locater: http://www.theupsstore.com

Also, many banks provide notary services for customers. Check your local bank to see about the availability of this service.

Be sure to bring photo identification to your appointment with the notary public. Also, do NOT sign the document(s) to be notarized without the notary present.

The notary public will, at the time of signing, append the following to the document(s):

- Name exactly as listed on his/her Notary Commission Paper
- Printed or typed name under signature
- Expiration date of notary commission
- County of residence
- Date notary is signing document to prove notary is active on date signed
- Notary Public Seal