

## 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?

#### **Pak Mail**

2600 S. Henderson Street

Bloomington, IN 47401

812-339-4911

Or use store locator: <http://www.pakmail.com/store/index.aspx>

#### **The UPS Store in the Indiana Memorial Union**

900 E. 7th Street

Bloomington, IN

812-331-2721

Or use store locator: <http://www.theupsstore.com>

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

#### **IU Student Legal Services**

Bloomington, IN

812-855-7867

*Staff are working remotely and offices will move to a new location during fall semester 2021. Temporarily unable to provide notary services.*

**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