

## *Notary Information*

### **ON-CAMPUS NOTARIES:**

- Karen Cooper (949) 824 -7304

She is conveniently located on North Campus in the Interim Office Building, Facilities Management department. North Campus is located off of Jamboree and Campus Drive, and the Interim Office Building is # 92 (in grid B2) on the campus map:

[http://today.uci.edu/pdf/UCI\\_06\\_Map.pdf](http://today.uci.edu/pdf/UCI_06_Map.pdf) YOU MUST CALL prior to going to make an appointment (her hours are 7 am until 3:30 pm).

FEE:

- The Campus Notary does NOT charge a fee for University required forms. Personal forms are \$10 per signature.

### **OFF-CAMPUS NOTARIES:**

You can also consider the following possibilities:

- If you have an AAA membership, their offices always have a notary on staff. (AAA Plus membership holders never pay a fee).
- Many banks have notaries on staff, but it is best to call ahead of time to verify.
- Mail Boxes Etc. and similar type businesses.
- You can also look in the yellow pages under “Notaries” to find something in your area.

FEE:

- Expect to pay \$10 per transaction/signature.

### **WHAT YOU NEED TO BRING:**

- Documents needing to be notarized
- Valid picture ID.
- The person signing the forms. *Note: Be sure you know if YOU are signing or if YOUR PARENT is signing.*

### **WHAT IS A NOTARY:**

A notary is a person commissioned by the State whose job is to verify two things about the person signing a document that requires notarization:

- That the person signing the document is indeed the person named in the document. This is to protect you from identity theft.
- That you understand the content of the document being signed. This does *NOT* mean that the notary explains the document to you, but rather that you have read the document thoroughly and understand that the terms and conditions will be legally binding upon signing.

It is important to understand that a notarized document is legally-binding and can stand up in a court of law.