

Policy Title:	GEN.011- Notary Public
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Governing Body:	Southern Oregon University	Date Approved:	2/17/22
Policy Contact:	Office of the General Counsel	Approved By:	President
Custodial Office:	Office of the General Counsel		
Related Policy:			

A. Description

Notarization policy for SOU to protect the notary and the institution.

B. Definition(s)

When possible, Southern Oregon University (SOU) endeavors to keep at least one notary public on staff so that notarization services may be available for university business. The availability of the notary service is provided for the convenience of students, faculty, and staff and is extended to members of the public as a courtesy to the community. Recognizing that the notaries are employees of the university with other duties and responsibilities, the service is subject to the following requirements:

- Time: Notarizations must occur at a time of the notary's availability and convenience, preferably scheduled in advance.
- Place: Notarizations shall be executed at a place on or off campus convenient to the notary.
- Scope: The notary shall not notarize more than five notarizations per person or related matter per day for any non-university business reason.
- Allowable documents for notarization: The notary may notarize personal or work-related Individual and Representative Acknowledgements, Verifications upon Oath or Affirmation, Witnessing or Attesting Signatures, Certifications to Copy of a Document, or any other document the notary deems appropriate for notarization.
- Customers: Students, faculty, staff and members of the public

Per ORS 194.245, the notary has the sole responsibility to refuse a notarization. and the notary has the right to refuse to complete a notarization if the notary determines that the person signing the document isn't competent or lacks the capacity to execute the record, isn't freely signing the document, or questions the identification that has been produced. If a notary refuses a notarization, the notary shall make a journal note for possible future reference.

The notary shall not charge a fee for services provided within the scope of this policy and during normal university business hours. If any person has a specific need for more expansive notary services than that provided by this policy or wishes to request such services during non-working hours, then such persons may, at the notary's

sole option and discretion, schedule a time and place for additional notarization services during the notary's personal time. In that case, the notary is authorized by law and this policy to charge an amount for such services not to exceed \$10 per document. Such fees may be retained and reported by the notary as personal income from their non-working time.

It is the sole responsibility of the notary to update commission information and reapply for a new commission in advance of a notary commission expiration.

C. Policy Statement

SOU will determine whether a policy, as outlined above in draft form, will be implemented to protect both the institution and the notary.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

E. Other Information

This policy will be reviewed by the Business Affairs Council and Executive Council

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.