


DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 409	PAGE NUMBER: 1 of 1
		SUBJECT: Notarization of Inmate Documents	Adopted: 12-82 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

The institutions shall provide free notarization service to those inmates with valid documents requiring a notary seal.

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03.00.00. REFERENCES

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05.00.00. PROCEDURE

Designated institution officials shall be responsible for substantiating the validity of an inmate document which requires notarization. If valid, the signature shall be notarized by appropriate personnel, free of charge.

Any inmate who submits a signature for notarization which he knows contains a false statement, and which he swears or affirms is correct at the time of notarization, is guilty of perjury and may be subject to prosecution and/or disciplinary action.

Director, Department of Correction

Date