


DEPARTMENT OF CORRECTION 	OPERATIONS Prisons	DIRECTIVE NUMBER: 409.02.01.001	PAGE NUMBER: 1 of 1
		SUBJECT: Notarization Of Offender Documents	Reviewed: 03-31-03 Revised: 04-23-03

01.00.00. POLICY OF THE DEPARTMENT

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

02.00.00. TABLE OF CONTENTS

- 01.00.00. POLICY OF THE DEPARTMENT**
- 02.00.00. TABLE OF CONTENTS**
- 03.00.00. REFERENCES**
- 04.00.00. DEFINITIONS**
- 05.00.00. PROCEDURE**

03.00.00. REFERENCES

Department Policy 409, Notarization of Offender Documents.

04.00.00. DEFINITIONS

05.00.00. PROCEDURE

Each facility will designate staff or make available a notary public to notarize valid documents requiring a notary seal free of charge.

The notary will positively identify the signer of the document, identify the document and ensure the notarization certificate is correct prior to the notarization.

The notary public is to be an impartial witness without benefit or interest in the transaction.

Administrator, Operations

Date