



NOTARY POLICY

The UNLV Alumni Association offers free (limited) Notary Public services for the benefit of Rebels Forever (alumni) members.

An appointment for Notary service is required as the notary is not always immediately available. Please call Amanda Gordon, Assistant Director of Volunteer Relations, to schedule at (702) 895-2378.

The guidelines to be followed are:

- Valid photo identification is required of any customer seeking Notary service.
- Notary cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- The Alumni Association will not provide witnesses, if required.
- A witness must (previously) personally know the person needing the service of the Notary. This individual must also provide valid photo identification.
- Only documents written in the English language will be accepted for notarization. Documents written in any other language will not be accepted for notarization and must be handled appropriately with an outside Notary.
- The information must be clearly written.
- The Notary and the member requesting Notary service must be able to clearly communicate directly with each other.
- Notary service is not available for Deeds, Wills, Power of Attorney, Living Wills, Living Trusts, Codicils, or Depositions.
- Certain public documents cannot be copied and/or Notarized such as Birth Certificates, Adoption Records and/or Marriage Licenses.
- Notaries will not provide service if the member, the document or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Alumni Association.
- Should a problem appear/occur, the Alumni Association notary may at his/her sole discretion, decline to provide Notary service.