**BERKELEY LAW NOTARY SERVICES INFORMATION FORM**

This form must be completed and returned to Berkeley Law Notary Services prior to setting an appointment with us. Once completed and signed, return it to us at notary@law.berkeley.edu.

#### SCHEDULE A NOTARY APPOINTMENT

Berkeley Law has three employees with active notary public commissions who volunteer this service at no charge to law school faculty, students, and staff.  *Only professional documents are accepted.*

Prior to setting an appointment with Berkeley Law Notary Services, please:

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| 1. Describe the document(s) to be notarized:
 | **Begin Typing Here…** |

1. Specify the *type* of notarization required ([acknowledgment](http://www.sos.ca.gov/business/notary/forms/notary_ack.pdf), [jurat](http://www.sos.ca.gov/business/notary/forms/notary_jurat.pdf), [apostille](http://www.sos.ca.gov/business/notary/authentication.htm), etc. – if unknown, contact the requesting/issuing agency or individual for confirmation);

**PLEASE CHECK ONE:**

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|[ ]  **ACKNOWLEDGMENT:** certifying that a signer/affiant personally appeared before the Notary, was identified by the Notary and acknowledged signing the document(s). |
|[ ]  **JURAT:** as found in affidavits and other sworn documents, certifying that the signer personally appeared before the Notary, was identified by the Notary signed in the Notary’s presence and took an oath or affirmation from the Notary. |
|[ ]  **PROOF OF EXECUTION:** certifying that a subscribing witness personally appeared and swore to the Notary that another person, the principal, signed a document. |
|[ ]  **OATH OR AFFIRMATION:** solemn promises to God (oath) or on one’s own personal honor (affirmation). |
|[ ]  **CERTIFIED COPY OF POWER OF ATTORNEY:** certifying that a copy of a power of attorney document is identical to the original (Probate Code § 4307). |
|[ ]  **AUTHENTICATIONS: APOSTILLE OR CERTIFICATION:** Certificate of authentication required by the Hague Convention on Authentication (1961) and replacing traditional “chain” of authenticating certificates. |

1. Allow 30 minutes for the notarization process; and
2. Ensure that all affiants/signatories to the document(s) will be present with a valid picture ID.

#### ACCEPTABLE IDENTIFICATION DOCUMENTS

Any U.S. state-issued driver's license or ID card; Canadian or Mexican driver's license; U.S. passport or foreign passport stamped by USCIS; USCIS ID card (green card, naturalization or immigration documents); State, county, or city employee ID card (issued by the State of California only).

Identification cards must be current or, if expired, issued in the past five years and must contain a photograph, signature, physical description, and a serial or identifying number.  U.S. passports are acceptable even if they do not contain the bearer's physical description.

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|  X |  **Add Date by Clicking Here ›** |

 : Sign Your Name in the Box Above and **TYPE YOUR NAME HERE.**