

Student and Campus Event Centers Notary Services Policy

Who can use our notary services?

Notary services are available at the Student Center Administration Office at no cost to Georgia Tech students, faculty, and staff only. Those seeking a notary must have a valid Buzzcard to use our services.

When are notary services available?

Notary services are by appointment only on Tuesdays, Thursdays, and Fridays from 8:30-4pm. Due to limited staff availability, walk-in requests for notary services will not be accepted. To make an appointment, please visit the notary services booking page on our website at www.studentcenter.gatech.edu. Appointments must be made with 24 hours advanced notice.

Documents we DO notarize

- Jury duty forms
- Power of attorney
- Copy of passport
- Most Georgia Tech forms
- Lease documents (all parties must be present and have a valid Buzzcard)
- Certified copy of IDs

Documents we DO NOT notarize

- Immigration or citizenship documents such as F1, I-20, or I-9
- Georgia Tech HR documents
- Bank statements
- Property deeds
- Transcripts or Diplomas
- Marriage, divorce, birth, or death certificates
- Interpreted or translated documents
- Absentee ballots (in state or out of state)
- Any document where all parties are not present
- Any document that has already been signed

Notary staff reserve the right to refuse to notarize a document.