



Title	SCEC Notary Services Policy
Responsible Office	Student and Campus Event Centers
Contact Information	SCEC Administrative Office 404.894.2805 operations@stucen.gatech.edu

SCEC Notary Services Policy

Eligibility

Limited notary services are available at the Student and Campus Event Centers Administrative Office at no cost to Georgia Tech students, faculty, and staff. **Those seeking our services must have a valid Buzzcard.**

Availability

Notary services are available by appointment only Monday – Friday, from 9 am - 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/student-center or www.studentcenter.gatech.edu/information-desk. Appointments can only be made with at least 48 hours notice.

Documents We Notarize

- Jury duty forms
- Copies of IDs and passports
 - Please note that the request must be accompanied by an official form explaining the reason for notarization. **We cannot notarize IDs and passports by themselves.**
- Lease documents
 - All parties to the lease agreement must be present. The appointment should be in the name of the person with a valid Buzzcard.

Documents We Do Not Notarize

- Immigration or citizenship documents including F1, I-20, or I-9
- Georgia Tech HR documents
- Probate documents, including
 - Wills
 - Property deeds
 - Business licenses
 - Car/Vehicle titles
 - Power of attorney
 - Name change requests
 - Child custody agreements or disputes
 - Marriage, divorce, birth, or death certificates
- Bank statements
- Criminal records or infractions (e.g. speeding tickets)
- High school or college transcripts and diplomas
- Documents in a language other than English
- Absentee ballots (in-state or out-of-state)
- Any document where all parties required to sign are not present at the notary appointment
- Any document that has already been signed



Limitations of Our Services

Our staff members reserve the right to refuse to notarize any document that conflicts with our policy or does not appear to be within the scope of our services. We also reserve the right to refuse to notarize documents that do not appear to be valid or legible.

Buzzcard holders can book an appointment on our website or by scanning the QR code below:



Website Link: <https://studentcenter.gatech.edu/information-desk> or <https://studentcenter.gatech.edu/student-center>