

Notarial Services

The Office of Legal Affairs is pleased to offer limited notary services to faculty, staff, and students. The Office of Legal Affairs is located in Suite 130 of the Perkins Administration Building. Notarial services are available during normal business hours, which are 9 a.m. to 5 p.m., Monday through Friday. The service is free to current students, faculty, and staff. We do not notarize for relatives, friends, or the public.

In General

The notary's function is to administer an oath. When you sign a document and have it notarized, you are stating under oath and under penalty of perjury that all statements in the document are true and correct. Accordingly, it is essential that the person signing the document be physically present and sign the document in the notary's presence. You should be prepared to produce your SMU identification card and a valid driver's license.

The notary is available for simple notarization as a service to the University community. No documents will be certified or "true copied" unless initially passed by the notary. *The notary reserves the right to refuse to notarize a document for any reason.*

The lists that follow are not exhaustive, but are presented to help you take advantage of this service.

Documents that will be notarized:

- **Insurance documents.** The notary will notarize documents such as life insurance forms.
- **A motor vehicle title.** The notary will notarize a motor vehicle title if both the buyer and seller are present and provide identification. The notary will not provide advice on the transfer of a motor vehicle or the process of obtaining a vehicle title.

Documents that will not be notarized:

- **Diplomas or transcripts.** Diplomas and transcripts must originate from the Registrar's Office. The notary will not notarize a diploma or transcript that you present for notarization. The notary will also not notarize another university's diploma or transcript.
- **Copies of documents.** A notary cannot make official or certify copies of documents.
- **Publicly recordable documents.** Documents such as a birth certificate, marriage license, or passport need to be obtained from the issuing governmental authority.
- **Mortgage or refinancing documents.** According to state law, the notary is responsible for filing these documents and the SMU notary does not provide this service. The notary will also not notarize a "closing package" drafted by out of state mortgage and finance companies.

- **Acts that require recordation or administration.** The notary will not notarize acts of sales, wills, trusts, or any acts that require recordation or administration.
- **Documents not in English.** Even if an English translation is provided, the notary will not notarize documents that are in another language.
- **Undrafted or incomplete documents.** The notary does not draft documents or provide documents to be notarized. Additionally, the notary will not complete forms, such as an I-9.

You may contact the Office of Legal Affairs if you have any questions concerning a particular document that requires notarization.