

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

COMMUNITY
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Notarizing Documents

9723 NOTARIZING DOCUMENTS

The Stafford Township Board of Education recognizes that parents/guardians often have school related documents that need to be notarized by a New Jersey Notary Public. Therefore the Board of Education authorizes the Superintendent to appoint designee(s) as an individual(s) authorized to provide Notary Public services to parents/guardians for school related business only.

The designee(s) shall keep the Notary Public appointment current with the New Jersey Division of Revenue and shall be bound by the laws, rules, regulations and guidance governing Notary Public services in the State of New Jersey regarding the taking of all oaths and affirmations. The Board of Education will reimburse the designee, for any fees and costs associated with maintaining the Notary Public designation. The designee(s) shall keep an appropriate Notary Public log/journal entry, entering all instances in which the employee utilizes his/her Notary Public services in accordance with this Policy. This log/journal shall be maintained in accordance with the New Jersey Division of Revenue New Jersey Notary Public Manual.

The Board of Education recognizes that other employees, besides the designee(s), may be authorized Notary Publics. However, when a parent/guardian needs a school related document notarized, the parent/guardian shall be directed only to the designee. No individual, other than the designee, shall notarize school related or non-school related documents during school hours or during the employee's normal work day while in the scope of their employment for the Stafford Township Board of Education/Stafford Township School District.

Adopted: 25 September 2012

