

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 401.15

DATE: 01 December 2019

SUBJECT: NOTARY PUBLIC SERVICES

POLICY DIRECTIVE

PURPOSE:

To maintain a mechanism that ensures Notary Public services are provided for official agency processes, inmates at adult facilities and offenders under Parole Services supervision.

REFERENCE:

WV Code §39-4-1, *et seq.*

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on this subject including DOC Policy Directive 401.15, dated 01 January 2004.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation that house adult inmates and all Parole Offices. This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Notarization of documents will be available for inmates at all Division of Corrections and Rehabilitation facilities that house adult inmates and offenders under Parole Services

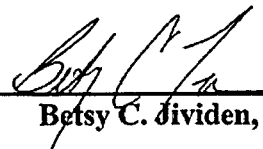
supervision through staff members assigned such duties in accordance with WV Code §39-4-31.

- A. Government notary publics must comply with all provisions of WV Code §39-4-1, *et seq.* in the performance of notarial acts.
 - B. To properly perform the function of a Notary Public, it is only necessary to attest to the signature on a document. It is not necessary to require, as a prerequisite to services, the review of substantive portions of the document being notarized.
- II. Superintendents and Parole Services Regional Directors shall be responsible for ensuring an adequate number of staff have been assigned such duties in order to adequately meet the needs of the inmate population within the facility or offenders under Parole Services supervision within the region.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

11-8-19
Date