

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 401.15

EFFECTIVE DATE: 25 June 2025

SUBJECT: NOTARY PUBLIC SERVICES

POLICY DIRECTIVE

PURPOSE:

To ensure Notary Public services are provided for official agency processes; and for inmates at adult facilities and offenders supervised by Parole Services.

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 DCR Policy Directive 401.15, dated 01 December 2019.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Division of Corrections and Rehabilitation (DCR) employees may be commissioned as government notaries to act for and on behalf of the DCR. All such government notary publics must comply with all provisions of WV Code §39-4-1, *et seq.* in the performance of notarial acts.

- II. Notarization of documents will be available for inmates at all DCR adult facilities and offenders supervised by Parole Services by staff members assigned such duties.
- A. 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.
- B. 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: _____


Lance Yardley, Acting Commissioner

28 May 25
Date