

ATTENTION!

HAVE YOU NOTICED?

The enclosed Parent/Legal Guardians General Agreement and Release form must be “notarized.”

WHAT DOES THIS MEAN?

You, as the parent or legal guardian, must go to a Notary Public to sign the General Agreement and Release form.

WHO IS A NOTARY PUBLIC?

A Notary Public is a public servant appointed by state government to witness the signing of important documents and administer oaths.* The Notary Public serves as an impartial witness and therefore must not be related to the signer for the purposes of executing the General Agreement and Release form.

WHAT DO YOU DO?

Make an appointment with a Notary Public and bring your **unsigned** General Agreement and Release form to him/her (the Notary Public must witness your signature). Be sure to have valid government-issued photo identification to present to the Notary Public, such as a driver's license, military ID or passport.* The Notary Public must sign, date, **write in the name of the person that is personally appearing before him/her**, and stamp the General Agreement and Release form as indicated. The ink stamp should include the date on which the Notary's commission expires. (If the Notary does not have an ink stamp, his/her name and commission expiration date must be printed or typed on the certificate as indicated.) Additionally, the Notary Public must place his/her seal on the form.

WHERE CAN YOU FIND A NOTARY PUBLIC?

A common place to find a Notary Public who will serve you is at your own bank where you have an account or at a post office. On campus at Skidmore College notaries can be found in OCSE, as well as other offices throughout campus. Please contact OCSE to inquire about available days and times for notary services.

Outside of the United States, notary services are available through an American Embassy or Consulate. As well, most countries have individuals that hold a comparable position to notary; many are attorneys, which can also notarize the General Agreement and Release form.

* Some information provided by the National Notary Association's Web site, <http://www.nationalnotary.org/knowledge-center/about-notaries>.