

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: NOTARIES PUBLIC

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ANNUAL REVIEW MONTH: June

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RESPONSIBLE FOR REVIEW: Director of Legal and Special Services  
Office

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LAST REVISION DATE: June 2008

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Employees of Central State Hospital (CSH) who are Notaries Public and whose license fees are paid for by funds furnished by the State of Georgia, will perform notarial acts for official hospital business only and at no charge. Such notaries will not provide personal notarial services for individuals or groups, except that notarial services may be provided to clients who have no other access to such services.

Employees of CSH who have become Notaries Public by paying the required license fee from their own funds may provide personal notarial services for individuals or groups at their own discretion and on their own time, and will charge no more than the fees prescribed by law.

Service Chiefs, Department Heads, and Office Directors will ensure that a sufficient number of hospital Notaries Public are appointed within their respective areas of responsibility to provide adequate coverage of notarial requirements.

**Approved:**

**This policy has been approved by the CEO and CMO in July 2008.**