



## NOTARY SERVICES

As an additional benefit of membership, Greater TEXAS Federal Credit Union offers free Notary Public services to its members. The Notary Public service is a complimentary service **available to members only (after 30 days of membership)**, we are unable to notarize for non-members. Additionally, we are unable to provide Notary services for our guest members through the shared branch network. A Notary Public is provided to witness the signing of important documents and provides a seal notarizing documents in which an originator needs to ensure the integrity of the signer.

The primary duty of a Notary Public is to show that a disinterested party (the Notary Public) has duly notified the signer of an instrument as to the importance of such document, and the signer of such document has declared that his identity, his signature and his reasons for signing such instrument are genuine. Our Notary Services cover a variety of documents including: traffic tickets, deeds, certifications, contracts, acknowledgements and affidavits. The service is available at select Greater TEXAS Federal Credit Union/Aggieland Credit Union locations. Please contact your local branch office for availability and we strongly encourage you to call ahead to ensure a Notary will be available onsite at the time you need the documents notarized.

### **Please bring the following to request Notary Services:**

- Your current GTFCU/ACU member number.
- A current, non-expired driver's license or government issued identification or a passport issued by the U.S. for all signers that require the Notary Services. Acceptable forms of identification must include a photograph, signature and descriptive identifying information.
- Your completed documents. Documents with corrections or that are incomplete cannot be notarized. ***Do not sign your completed document(s). You will sign your document(s) in front of the credit union notary.***
- If you will require a witness or witnesses, you will need to bring them with you.

Please verify that there is space provided in proximity to the signature(s) area designated for the Notary seal, as well as the existence of a notarized statement. We are unable to notarize a document in the absence of such a statement. If you are unsure as to what this is, contact one of our offices for further instruction.

### **Please note the following:**

- Vital records, such as birth, death and marriage certificates cannot be notarized, nor certified. *Certified copies must be obtained from the original issuing agency.*
- We do not notarize: Letters Testamentary, Powers of Attorney, Trusts or Wills.
- The Notary can only witness the *signing* of the document(s). The Notary is not authorized to change, alter or draft any instrument. The Notary cannot assist, prepare or advise on the appropriate notarized statement for any document.

*Greater TEXAS Federal Credit Union/Aggieland Credit Union may ask for additional identification or documentation other than what is listed, if found to be necessary. We may decline to provide Notary Services if the documentation or identification presented is insufficient or for any sufficient reason allowed by state law.*