Update 2008-11: Common Place Handbook
Notarization

**Background**

While processing requests for out of state documents, it was discovered that certain states require a release of information while other states require the application to be notarized prior to accepting or processing the application. Procedures are established for applications that require notarization.

**Changes**

When requesting a birth certificate from a state that requires the application to be notarized, the following must occur:

- The website will indicate that the document must be notarized.
- Clerical must complete the process as noted in Section 10.4.
- Clerical must hand-carry the application to Recovery and Legal, which is located on the 2nd Floor at 333 W. Julian St.
- The application MUST be signed in the presence of the notary.

Once notarized, the application must be submitted to Accounts Payable, which is located next door to Recovery and Legal, as noted in Section 10.4 (and 10.4.1 and 10.4.2, as appropriate).

[Refer to “Requesting Certificates Outside of California,” page 10-5]

**Implementation**

This change is effective immediately upon receipt of this update.
Clerical
Office Management Coordinators (OMCs) must ensure they review this update with their respective staff at their next clerical meeting, but no later than October 17, 2008.

Kudos
Many thanks to Sean Romeo and Gloria Figueroa at the Valley Medical Center (VMC) Bureau for calling this to our attention. A special thanks to Paul Tran and Kent Maruyama from Collections for clarifying the procedures.

Contact Person(s): Tomás Dolcini, Application and Decision Support Manager, (408) 491-6720.