



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE**

INTEROFFICE MEMORANDUM

DATE:

TO: Director of Purchasing & Leasing

FROM:

SUBJECT: JUSTIFICATION FOR A NOTARY PUBLIC COMMISSION

A Notary Public Commission for the staff member named below is necessary to provide Notary services for Court and Law Enforcement related issues (Affidavits, Petitions for Violations of Probation, Orders to Take into Custody, Detention Orders, Administer Oaths, etc.), Personnel Forms, and any other documents that require Notarization by the Department.

New Request

Renewal

Requested for: _____
Name of Staff to be Notary

Approved by: _____
Supervisor's Name

Supervisor's Signature