



# UC San Diego

## Policy & Procedure Manual

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### GENERAL COUNSEL

#### Section: 470-5

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### **Attachment A**

#### SUGGESTED SAMPLE LETTER FOR PROCESSING OF APPLICATION FOR NOTARY PUBLIC

Office of the Secretary of State  
Notary Public Section  
P.O. Box 942877  
Sacramento, CA 94277-0001

Dear Sir or Madam:

Attached is an Application for Notary Public for (name) \_\_\_\_\_. This Commission is being requested under Section 8202.5 of the Government Code.

Please forward the Commission directly to \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(Name and Title of Authorized Person)

Attachment