



River Place North Housing Corp -1121 Arlington Blvd, Suite L-1, Arlington, VA,22209

RPN NOTARY AND PHOTOCOPY SERVICE GUIDELINES

River Place North (RPN) Management Office offers notary and photocopy services as a convenience to River Place residents and their guests.

1. Service Availability

Location: RPN Management Office

Hours: Monday–Friday, 9:00 AM–5:00 PM

Appointments: No appointment required

Services are generally available on a walk-in basis. Immediate service is not guaranteed and may be temporarily unavailable due to staff workload, office closures, equipment issues, or other operational circumstances.

2. Payment

Payment must be made **before service is provided**.

Accepted payment methods:

- Check
- Online payment

3. Notary Service

Fees

- **Traditional notarization** (paper): Up to **\$10 per notarial act**
- **Electronic/Remote notarization** (if available): Up to **\$25 per notarial act**

A document may require more than one notarial act. The applicable fee will be based on the notarization performed.

Types of Notarial Services

The RPN notary may perform notarial acts permitted under Virginia law, including acknowledgments, oaths and affirmations, affidavits, and eligible true-copy certifications.

For copy certification, please bring the **original document** so the notary can make or supervise the making of the copy and compare it with the original. Virginia notaries **cannot** certify true copies of certain documents, including [birth, death, and marriage certificates and court-issued documents](#).

What to Bring

Please bring:

- The **complete document** to be notarized; and
- A valid government-issued photo ID.

The signer must personally appear before the notary when required for the applicable notarial act.

IMPORTANT:

- *Please do not sign the document in advance if your signature must be witnessed by the notary.*
- *RPN staff and the notary cannot provide legal advice, prepare or complete legal documents, or advise you which type of notarization you need. If you are unsure, please contact the person or organization requesting the notarized document before visiting the Management Office.*

Witnesses

If your document requires witnesses in addition to notarization, you are responsible for arranging your own witnesses. RPN does not guarantee that staff will be available to serve as witnesses.

When Notarization May Be Declined

The notary may decline or be unable to perform a notarization if, for example:

- The signer's identity cannot be satisfactorily established;
- The document is incomplete, or the required notarial certificate is missing or incomplete;
- The signer does not personally appear when required;

- The signer does not appear to understand the document or appears unwilling to sign;
- Requirements for the requested notarial act have not been met; or
- The requested notarization cannot legally or properly be performed.

Acceptance of Notarized Documents

RPN's provision of notary service **does not guarantee that a notarized document will be accepted** by a court, government agency, financial institution, business, or other organization. Users are responsible for confirming the receiving organization's requirements.

4. Photocopy Services

Fees

- **Black-and-white photocopy:** \$0.25 per page
- **Color photocopy:** \$0.75 per page

Photocopying is available for **U.S. letter size** (8.5 × 11 inches) only.

Copying Limitations

The Management Office may decline to copy materials that:

- Could damage the equipment;
- Cannot be accommodated by the available equipment; or
- Cannot otherwise reasonably or lawfully be handled.

5. Copyright & Privacy

Users are responsible for ensuring that they have the legal right or permission to copy or reproduce submitted materials.

RPN staff will handle documents with reasonable care and will not retain copies except as necessary to complete the requested service or as required by law for notarial recordkeeping.

6. General Disclaimer

These services are provided as a convenience. RPN reserves the right to decline any service request that cannot reasonably or lawfully be accommodated.