



Mira Loma Detention Center
Notarization Information

PLEASE PRINT CLEARLY

You may submit this form via fax to 661-456-9640 or scan and email to marian@highdesertnotary.com

Detainee's Full Name:

Booking Number:

Alien Number:

Name of Detainee's ICE Officer:

Telephone Number:

Name of Person Requesting Notarization:

Relation to Detainee:

Phone Number:

Document(s) to be notarized:

Does the detainee have proper identification? (see attached list)

If yes, what kind of ID is available?

Where is this ID located?

If there is ID no available, are there two witnesses who are available?

Do these witnesses have proper ID?

Name of Witness #1

Phone Number:

Name of Witness #2:

Phone Number:



IDENTIFICATION REQUIREMENTS

In order to complete a notarization, I am required to certify the identity of the signer of a document. (California Civil Code sections 1185(a), 1189, Government Code section 8202). This is done by presenting proper identification documents.

California Notary law is specific about what forms of identification I can accept in order to prove your identity. All forms of ID used must be current/valid or issued in the last 5 years and (except U.S. passports) contain:

- Your photograph
- Your general physical description (height, weight, eye color, etc.)
- Your signature
- A serial or ID number

Acceptable forms of ID:

- ID Card or driver's license issued by the California Department of Motor Vehicles
- United States passport
- A foreign government passport, provided that it has been stamped by the U.S. Immigration and Naturalization Service or the U.S. Citizenship and Immigration Services
- ID card or driver's license issued by another state in the U.S.
- Driver's license issued in Canada or Mexico
- United States military ID card with the required photograph, description, signature and number (the newer smart cards do not qualify)
- Inmate ID issued by the California Department of Corrections, if the inmate is in custody (no wristbands)
- Employee ID issued by an agency or office of the State of California or of a county or city of California (subject to verification, and provided it contains the required photograph, description, signature and number)

Unacceptable forms if ID: *(Sorry, no exceptions!)*

- Social Security Cards
- Permanent Resident Cards (Green Cards)
- Border Crossing Cards (BCC)
- Matrícula Consular Cards from Mexico (or any other consulate registration card from another country)
- Dept. of Defense Common Access Cards (CAC)
- Veteran's Identification Card (VIC)

- Military ID Tags (Dog Tags)
- Medicare/Medicaid cards

Unacceptable forms of ID, Continued:

- Media Credentials
- Credit/Debit/Bank Guarantee Cards
- Medical, vehicle or any other kind of insurance card
- Temporary or Paper-based drivers licenses, or drivers licenses with no photograph
- Law enforcement or other agency badges (some accompanying ID cards are acceptable as described above)
- Student ID cards or transcripts
- Employee ID cards (except as specifically allowed above)
- Shopping club cards (Costco, Sam's Club, etc.)
- Birth, adoption or marriage certificates
- Membership cards to volunteer, community, outreach or social organizations
- Clergy identification cards, ordination/baptism/blessing certificates or other religious documents

Credible Witnesses

If you lack proper identification, you may be able to use two credible witnesses who will appear with you and are willing to swear, under oath, to your identity. This option should only be used in circumstances where you are unable to obtain proper ID.

These two individuals **MUST** have a valid ID as described above. These two individuals must know you and be disinterested parties. In other words, they cannot have any financial interest in the document you are signing. They definitely cannot be anybody named in the document, either.

This means you may want to avoid family members as witnesses since they often have financial interest in documents that you have notarized. Good witnesses are usually friends, neighbors or coworkers, but you may use family members if you wish. Your witnesses should know you well enough and be comfortable swearing/affirming under oath to all of the following:

1. You are the individual named in the document being signed.
2. They know you personally.
3. You do not have any legal form of identification as described above.
4. It would be difficult or impossible for you to obtain proper identification.
5. They have no financial interest nor are they named in the document being signed.

These individuals will also be asked to sign my record journal, leave a thumbprint and their ID information will be recorded.

Before you ask someone to act as a witness for you, please remember that they will be put under oath subject to penalty of perjury. If you use a witness who has financial interest in the document and they are convicted of perjury, they will forfeit their right to that interest. (California Civil Code 1185)