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HARRISON POLICE DEPARTMENT

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ANTHONY MARRACCINI
Chief of Police

May 7, 2014

Supervisor Ron Belmont and
Members of the Town Board
Town/Village of Harrison
1 Heineman Place
Harrison, New York 10528

Re: Notary Public Training Course and Examination

Supervisor Belmont and Members of the Town Board:

I respectfully request that Josephine Corso and Darlene Tucci take the Notary Public Training Course on Tuesday, May 20, 2014. The training will be held at the Hotel Penn at 401 Seventh Avenue in New York City from 10:00 am to 1:00 pm. The training course is designed to educate individuals the legal terminology, concepts and clauses to be a New York State Notary (which is required onsite at police headquarters).

This Notary Public Training course is in preparation for the Notary Public Examination which is held every Wednesday at 9:30 a.m. and 11:00 a.m. at 123 William Street, 2nd Floor, New York, New York. There is a \$15 examination fee per person.

The cost of the Notary Public training and examination is \$154.00 per person, which should be reimbursed upon successful completion of the training course and examination.

Respectfully submitted,

Anthony Marraccini
Chief of Police

AM/jc



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