Notary Public's on Staff at Western Connecticut State University

Oftentimes employees and students need the services of a Notary Public. WCSU has a few staff members who are appointed as Notaries with the State of Connecticut.

If you need Notary services, please reach out to one of the staff members listed below. It is highly recommended you contact the Notary prior to needing their services to schedule an appointment so that you can make sure they are available to assist you.

Please keep in mind that you will need to sign the document(s) in the presence of the Notary, and you will be required to show Proof of Identification (i.e. Driver's License or WCSU ID card are two examples).

Below is the listing of WCSU's Notaries, their contact information, office location & office hours.

For WCSU Students – Contact:

Midtown Campus
Esteisy Reynoso
Student Support Services Academic Advisor
Pre-Collegiate & Access Programs
Office Location: Warner Hall, Room 212
Office Hours: Please call ahead
Contact #: 203-837-8452
Email: reynosoe@wcsu.edu

Westside Campus
Oni Figueroa
Administrative Assistant
Intercollegiate Athletics
Office Location: O'Neill Center, Room 305
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-9015
Email: figueroao@wcsu.edu

Therese Richardson
Administrative Assistant/School of Professional Studies – Dean's Office
Office Location: White Hall, Room 123
Office Hours: Monday – Friday 8:00 – 4:30 p.m.
Contact #: 203-837-8576
Email: richardsont@wcsu.edu

For WCSU Employees & Business Offices - Contact:

Midtown Campus
Sarah Davin
Human Resources Recruiter
Human Resources
Office Location: University Hall, Room 102
Office Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Contact #: 203-837-8661
Email: davins@wcsu.edu

Kevin Busch
Payroll Coordinator
Fiscal Affairs
Office Location: University Hall, 2nd Flr.
Office Hours: Monday-Friday 8:30 a.m. – 4:30p.m.
Contact #: 203-837-8365
Email: buschk@wcsu.edu

Tamesha Mills
CSU Administrative Assistant
Finance & Administration
Office Location: University Hall, Room
Office Hours: Monday-Friday, 8:00 a.m. – 4:30 p.m.
Contact: 203-837-9310
Email: millst@wcsu.edu

Westside Campus
Oni Figueroa
Administrative Assistant
Intercollegiate Athletics
Office Location: O'Neill Center, Room 305
Office Hours: Monday – Friday, 8:00am-4:30pm
Contact #: 203-837-9015 / Email: figueroao@wcsu.edu

Brian Vernon
Dean, School of Visual & Performing Arts
Office Location: VPAC 104A
Office Hours: Contact for appointment
Contact #: 203-837-8851
Email: vernonb@wcsu.edu