

Notary Public Policy

Purpose:

The purpose of the notary public service is to provide patrons a convenient way to get items notarized. A Notary Public is a public servant appointed by state government to witness the signing of important documents and administer oaths. We suggest that you call ahead to the library to be sure that a Notary is on duty at the specific time that you plan to use the service. Notary Service is limited to three (3) documents per person/per visit.

What Can and Cannot Be Notarized:

The Notary at the library is able to:

- Administer an oath
- Notarize acknowledgements
- Notarize an affidavit
- The library will only notarize documents written in English
- The Notary must be able to communicate in English directly with the signer

The Notary at the library is not able to:

- Notaries cannot certify copies of vital records such as birth, marriage and death
- Notary Services are not available for wills or I-9 forms
- Notaries cannot dispense legal advice
- The notary cannot perform a notarial act over a document that is missing pages or that contains blanks that should be filled-in prior to the notarial act. If missing pages cannot be presented to the notary, or if the signer does not know how to deal with the blanks in the document, the notary cannot proceed. (Note: some blanks are clearly intended to be filled- in later, such as "Office Use Only.")

Identification Needed:

For Notary Services to be performed, you must provide two forms of identification; a picture ID as well as another current form of identification containing your signature. Acceptable forms of ID include:

- A current passport from any country, in a language the Notary can read.
- A valid driver's license.
- A valid state ID.
- A signed library or credit card.
- If witnesses are required, please bring them with you as the library is not required to provide this service.
- *Birth certificates and Social Security cards are not acceptable ID*
- If notaries doubt the validity of the document or the identity of the person signing the document, they have the right to refer such people elsewhere.

When Are Notaries Available:

Call (860) 395-3184 to schedule an appointment. Notaries may have varied schedules and it is best to call before you come to make sure they are available.

Please don't sign the document(s) until you appear before the Notary Public.

Approved July 9th, 2019