



## **Notary Policy**

Stillwater Public Library offers free, limited Notary Public services.

Notaries are available based on the schedule of library staff members who have received Notary certification. In general, services are available weekdays from 9-11:45 a.m. and 1-4:45 p.m. and some weekend and evening hours. An appointment for Notary service is not required, but because notaries' day to day schedules may vary, patrons needing services should call ahead to verify that a notary is on duty.

Valid photo identification is required of any patron seeking Notary service. Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, notarize documents in which they have a personal interest, or notarize pre-signed documents.

The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must personally know the person needing the service of the Notary. This individual must also provide valid photo identification.

Only documents written in the English language will be accepted for Notarization. The information must be clearly written. The Library Notary and the customer requesting Notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting Notary services.

Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at his or her sole discretion, decline to provide Notary Service.

Notaries will keep a record of their Notary acts and include the date of notarial act; type of notarial act performed; description of the document; the signature, printed name and address of each person for whom a notarial act was performed; description of the form of identification provided (i.e. driver's license); location where the notarization was performed; amount of fee charged, if any, and pertinent personal notes.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved: 8/26/14

Re-affirmed: 2/27/18