

## 2.96 Notary Public Service Policy

The Richland Community Library may provide notary service to the public, provided that a member of staff is a certified Notary Public. The library does not require any members of staff to hold the certification of notary or force any staff with to act as a public notary. If the library does not have a Notary on staff or available at the time of the requested service, the library may assist in locating a Notary Public within close proximity.

Notary services are free and open to the public. You do not have to be a member of the library to obtain notary services. Notary services are only provided during open library hours.

No appointment is needed for Notary services. It is recommended that interested parties call ahead to verify the availability of a Notary Public.

Notaries adhere to the Michigan Notary Public Act 238 of 2003.

### **What to Bring for Notarization**

- A valid, unexpired, state ID, federal ID, or other government ID with signature and photo (driver's license, state ID card, US military ID, or US passport).
- Completed, unsigned, document(s) to be notarized.
- A witness or witnesses, if the document requires it.

### **What the Notary Can Do**

- Michigan Notaries are commissioned to perform notarial acts throughout the entire state of Michigan but not beyond the state's borders.
- The library's Notary can only provide Traditional Pen-And-Paper notarizations. Electronic and Remote notarizations are not available.
- The library's Notary may provide an official Notary Stamp for any documents requiring one, however, an Embossed Seal may not be available.
- In the event of a signature needed for an signer with physical limitations, the Notary may sign on behalf of the signer. Circumstances such as this need to be discussed with the Notary prior to the document being notarized.

### **What the Notary Can Not Do**

- The library's Notary will not give professional advice on legal matters pertaining to notarizing documents.
- The Richland Community Library is not responsible for providing witnesses nor should witnesses be solicited from among library patrons. The Notary cannot act as a witness. ● If a document is presented with the signature already signed, the Notary may decline

notarization.

- The Notary may not notarize documents for themselves or their direct family (see the Michigan Notary Handbook for specifics)
- The library's Notary will not notarize the following documents:
  - Notary Protests
  - Homeland Security I-9 Forms
  - Blank Forms
  - Pre-signed documents
  - Documents written in any language other than English
  - Certified Copy documents
  - Final Wills or Trusts