

# **Notary Public Service Policy**

## **Notary Public Service Overview**

The Minerva Public Library offers free notary public service as part of our commitment to meet the needs of our service area and to benefit the community. Notary public service is offered during regular hours of operation when a notary is available and must be scheduled in advance. Library notaries provide basic services only, such as witnessing signatures.

## **Scheduling**

Appointments are scheduled during open library hours, based on notary availability. Scheduling can be done by calling the library's main number.

## **Fees**

Notary public service is available at no charge.

## **Identification**

Ohio law requires that the person(s) signing the document(s) to be notarized appear in person and present proper, physical identification. Valid forms of identification are:

- Driver's License
- State-Issued ID
- US Passport
- US Military ID, or
- US Permanent Resident Card ("Green Card")
- Conceal Carry Card
- Consular Card
- Non-US Passport

If you are under 18 and do not have a driver's license/state ID, please bring:

- a certified copy of your birth certificate, or
- a current school ID (with photo)

If your photo identification is expired, please provide one other form of identification, such as a Medicare card, insurance card, or social security card.

Each notary maintains a journal wherein each transaction is noted. A customer must print and sign their name in this journal. The notary also enters information regarding documentation used for identification.

## **Limitations of Service**

Notary services are available for individual, not business, use and are limited to three documents per person.

Library notaries are able to provide basic services, such as witnessing signatures and sworn statements. The library will not notarize documents involving complexity or specialized expertise, including:

- Real estate documents
- Corporate or business documents
- Powers of Attorney
- Wills, living wills, codicils or trusts
- Documents which require an electronic signature
- Auto titles without buyer address and name.
- Foreign Passport or Visa Applications

I-9 forms cannot be notarized and the library cannot serve as an authorized agent.

The notary's role is limited to authenticating the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's contents. A Notary Public is not a licensed attorney. Notaries cannot provide legal advice or counseling regarding documents.

In accordance with Ohio notarial law, the Library's 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.

### **Witness**

You must be accompanied by any witnesses that are needed to complete the document.

Witnesses cannot be provided by the Library, nor can they be solicited from Library patrons.

The witness must personally know the person whose document is being notarized and must be in possession of a valid photo identification.

### **Document Preparation**

- The name on the notarized document must match the name on the ID exactly.
- Complete all information above the signature line completely leaving no blanks. Blank spaces not used in a document should have a line drawn through them so that no one can add to the terms of the document after it was signed.
- Documents to be notarized must contain a Notary Public jurat or acknowledgment certificate. If the document(s) does not include this, the Notary will have to attach a certificate to the document before it can be notarized.
- All document signers must be present at the time of signing and must sign in the presence of the notary.
- Some documents require that the signer take an oath. The notary will administer the oath.

### **Documents not written in English**

Documents not written in English can have signatures notarized if all other requirements are met and if the signer can communicate clearly in English, and without a translator, that they

know what they are signing and that they are signing of their own free will. The signer will have to determine and tell the notary if an oath is required. If foreign documents do not have the notary certificate in English, the notary will have to attach another certificate.

*Qualified library employees are in their individual capacities  
as notaries commissioned by the Ohio Secretary of State's office  
and reserve the right to refuse notary services.*