

Your Home Public Library
Notary Public Policy



Your Home Public Library offers free but limited notary public services to the community. Notary services are not always available. It is suggested you call the library first.

Please take note of the following:

- Notary service is limited. It is **not available for power of attorney, mortgage documents, deeds, wills, living wills, living trusts, divorce, codicils, depositions, vital records, immigration, or I-9 and financial documents.**
- Notaries cannot certify the authenticity of a document, or provide legal advice or counseling regarding documents.
- If you are requesting notary services on a document without pre-printed notarial wording, such as a personal letter, you must know what type of notarization is needed. The notary public cannot help you make this decision or make this decision for you. If you do not know this information, the document cannot be notarized.
- **The notary reserves the right to refuse service at their discretion.**

Please bring the following:

- The entire document you need notarized. These must be filled out before you get to the notary, but should not be signed.
- A current, government-issued photo ID that has been signed. Acceptable forms of ID- driver's license, non-driver's license, passport, military ID. ID cannot be expired.
- Any witnesses, if you need them. They must also have a current, government-issued photo ID.

Policy adopted: 5/18/2023