



# NEVINS LIBRARY

GROWING COMMUNITY

## **Notary Public Policy**

**Approved by Trustees November 2 2021**

### *Purpose*

To define the free Nevins Library Notary Services available to Patrons

### *Service Requirements*

Document signers and witnesses (if required) must bring valid identification documents (IDs). Government-issued photo identification is required of any patron seeking notary service. A Staff Notary may decline to notarize a document if the signer cannot provide acceptable ID.

Be sure documents are complete and ready for signature. Certain notarial acts require the signer to sign in the presence of a notary. Staff Notaries will not notarize any document with blank spaces and are prohibited from helping you to prepare, complete, or understand legal documents.

Document signers must be present at the time of notarization. Nevins Memorial Library will not provide witnesses and witnesses may not be solicited from patrons using the Library.

### *Service Restrictions*

Staff 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 Nevins Memorial Library. In this event, the Staff Notary may decline to provide notary service.

If a document does not contain a notarial certificate, a Staff Notary may explain the purpose of certain basic notarial acts so that the signer may make the best choice for their document. The signer may wish to consult legal counsel or the document's creator or recipient prior to their appointment to determine the notarial act required.

Staff Notaries may not notarize documents written in languages they do not read.

Staff Notaries are not permitted to make use of interpreters to communicate with notary patrons.

Staff Notaries are not able to notarize USCIS Form I-9, Employment Eligibility Verification.

Staff Notaries will not notarize documents that require specialized legal, financial, or technical knowledge. Including, but not limited to, deeds, mortgages, wills, powers of attorney, living wills, living trusts, codicils and depositions.

Staff Notaries are not attorneys licensed to practice law, may not give legal advice about immigration or any other legal matter, and may not accept fees for legal advice.

Staff Notaries will not pre-date or post-date any document.