



# Notary Policy

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The Scott County Public Library offers free Notary Public services for the benefit of our patrons. Walk-ins are welcome, but it is recommended that patrons call first to ensure the presence of a Notary as Notaries are not always available.

## Patrons seeking notary services must:

- Provide a non-expired passport, driver's license, or government -issued identification card or another current form of government identification issued to an individual, which contains the signature, and a photograph of the individual.
- Have all parts of their document filled out in advance except for any signatures that must be notarized. Do not sign any document until the notary instructs you to do so.
- Choose a notarial certificate for documents that do not have a provided notarial certificate.
- Not pre-sign documents.

## Notaries will not:

- Officiate if the document signer is not physically present.
- Act as an authorized agent for any employer other than the library.
- Notarize jurats that have not been signed in front of the notary.
- Notarize documents in a foreign language.
- Give legal advice.
- Pre-date or post-date any action, prepare legal documents, give legal advice on legal matters, or notarize documents in which they have a personal interest.
- Provide service if the person, the document, or any circumstances requested of the Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for either the Notary or the Library.
- Officiate if the document contains missing pages or blanks that should be complete at the time of notarization.
- Proceed if the document is not "original," bearing the signer's original, wet-ink signature (not a photocopy or fax of a signed document).
- Proceed with notarization if the signer appears confused or mentally incapable of understanding the transaction.
- Proceed with notarization if he/she thinks or knows the transaction is illegal.
- Provide witnesses and witnesses may not be solicited from patrons using the library. A witness must (previously) personally know the person needing the service of the Notary. This individual must also provide a valid photo identification.

Notary service is not guaranteed. Notary services are a courtesy provided by the Library, and is not the Notary's primary duty; therefore, the Notary may ask the person(s) to wait while the Notary attends to patrons or other Library matters. Notary services requested within 15 minutes of the Library closing will be completed at the discretion of the notary on duty.

Should a problem appear/occur, the Notary may at his/her sole discretion decline to provide service.