

NOTARY POLICY

BROADVIEW PUBLIC LIBRARY DISTRICT

1. The library has designated staff that function as notaries. This service is generally available to the public when the library is open.
Appointments are highly encouraged, either by our main phone or through our web-site. Walk-ins are acceptable if we have a Notary available at that time.
2. We will notarize documents until **one-half hour** before closing.
3. The Notary will provide no advice or assistance in completing any documents. The Notary will keep a detailed log of notary transactions completed, in accordance with 2022 state regulations. This can lengthen the notary process significantly.
4. Identification for the person[s] signing must exhibit that person's photograph, signature, and be **current** and readable.
5. To be notarized, a document must be fully completed with no blanks where information such as a signature is needed. If those blank areas do not apply, presenter should write NOT APPLICABLE in the spaces or draw a line through the spaces. The document will not be notarized otherwise. If an error occurs when the presenter fills out a document, the presenter can put a single line through the erroneous information and initial it, do not scratch out or white-out the wrong text, and then they may enter the proper information.
6. **The library reserves the right to decline notarization**, if the documents or personal identification presented do not qualify for this service, based on this policy, and **judgment of the Notary**.
7. All signatures will be executed in the presence of the Notary. Pre-signed documents will not be accepted. The signer[s] can opt to draw a single line through the existing signature[s] and then sign in the presence of the Notary.
8. The Notary must administer an oath or affirmation to the signer[s] when the documents call for such an oath. SAMPLE OATH: "Do you affirm that the statements in this document are true?"
9. **Documents of conveyance of real property will not be notarized.**
10. Documents may also require a witness. The Notary cannot also be a witness, and the document signer must provide that witness or witnesses as required.
- 11.1-9 Employment forms do not require notarization. A designated "Authorized Representative" can be used to complete 1-9 forms, not a Notary. Best practices are that we do not function as "Authorized Representative."
12. There is no fee for performing this service. If copying or faxing are necessary, there are charges involved. Scanning documents to an email is free.

Note: Notary services are provided at the discretion of the notary. The library will not force a notary to perform notary services that they have declined to provide.