



## **Notary Public Service**

**Revised by the Calloway County Public Library Board of Trustees this 27 day of March 2023,**

The Calloway County Public Library offers free notary public services to benefit our community's residents. Library notaries are scheduled to work during the Library's regular hours of operation. Notary service is not available 30 minutes before the time of closing.

Notary service is provided on a first-come, first-served basis. The following guidelines will be followed in the provision of this service.

1. Valid photo identification is required of any patron seeking notary service.
2. Notaries cannot pre-date or post-date an action, prepare a legal document, advise on legal matters, or notarize documents in which they have a personal interest.
3. Notaries are limited to three documents per person per visit.
4. The Library will not provide witnesses, and witnesses may not be solicited from patrons using the Library. To serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
5. Since the notary must be able to read and understand what they have been asked to notarize, documents in any language other than English will not be notarized at the Library.
6. Certain public documents cannot be copied and notarized. Examples include birth certificates, death certificates, and marriage certificates.
7. Notaries will not provide service if a patron, document, or circumstance of the request for notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the library notary may, at their sole discretion, decline to provide notary service.
8. Notary service is not available for deeds, titles, wills, living wills, codicils, depositions, divorce documents, mortgages, or other real estate closing documents.