

GROVES PUBLIC LIBRARY NOTARY POLICY

Thursday, January 19, 2017

The Groves Public Library offers basic notary services to persons at no charge. Notaries witness to an individual signing a document or sworn statement and nothing more. They are not attorneys and may not help persons fill out legal forms or offer legal advice. The “golden rule” of every notarial act, whether it is paper-based or electronic, is the physical presence of the signer before the notary.

******Library notaries reserve the right to refuse to notarize ANY document for any reason****Always call ahead, please.**

The following are Groves Library’s notary policies:

1. Notary services are available only from 9:00-11:00 AM or 2:00-4:00 PM, Monday, Wednesday, Thursday and Friday as library time allows and are not available for the final 30 minutes before closing. Services are available from 2-4 PM on Tuesdays by appointment. The library can also be reached by texting 409-203-6642 or calling 409-962-6281
2. Persons desiring services should call ahead to ensure a notary is available as service cannot be guaranteed to persons who do not call ahead.
3. Notary services are provided free of charge.
4. Notary services are offered at the library’s discretion and are not a primary or overriding library responsibility. Librarians may, as the situation requires, leave a notarization in progress to attend to library needs.
5. All individuals seeking notarization as well as any known witnesses must provide
 - Valid photo identification or passport issued by a United States governmental agency.
 - Identity card issued by a US state that includes a picture and a signature.
 - All signers must be present.

Witnesses will NOT be provided by the library nor may witnesses be obtained from general library persons. Witnesses must have personal knowledge of the individual requiring the notarization and witnesses must provide appropriate and valid photo identification.

1. Persons must furnish completed documents to be notarized, as well as a current photo identification.
2. A notary and the person seeking notarization must be able to communicate directly with each other. Library notaries are not permitted to make use of a translator to communicate with a notary service person.
3. Documents presented must have the notarial certificate included.
4. Notary service is limited to three (3) documents per person, per visit. Notary service is provided on a first-come, first-serve basis.
5. 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 the Library. In this event, the Library notary may, at his/her sole discretion, decline to provide notary service.
6. The notary will attest only to documents signed in his/her presence.

Notary service is NOT available for:

- Documents in any language other than English
- Deeds, Property, Mortgages or other real estate closing documents, Wills, Living Wills, Living Trusts, Codicils, or Depositions
- Public record documents or photocopies of public record documents including birth certificates, death certificates, and marriage licenses
- Business documents or documents for any business organizations, or
- I9 (Employment Eligibility Verification) form

GPL's notary is not an attorney, and not authorized to practice law, give legal advice, or prepare legal documents. GPL will not notarize some documents that require legal knowledge. The documents include: Wills, deeds, mortgages, living wills, living trusts, codicils, power of attorney, and depositions. In addition, birth certificates and marriage licenses are publicly recorded documents and certified copies cannot be made by a notary. Certified copies are only available by contacting the specific government entity issuing the document (secretary of state's office, court of law, county clerk, or Bureau of Vital Statistics). Only documents in English can be notarized.