

## OTSEGO DISTRICT PUBLIC LIBRARY NOTARY PUBLIC POLICY

The Otsego District Public Library provides notary service at the rate of \$10 for non-residents and \$5 for resident card-holders per signature.

The library cannot guarantee that a notary will be on staff at all times. Call ahead to verify if a notary will be present and available. You are required to have proper government-issued identification that includes a photo.

Notaries adhere to the Michigan Notary Public Act 238 of 2003.

- ❖ Notaries at Otsego District Public Library will not give professional advice on legal matters pertaining to notarizing documents.
- ❖ The Library will not provide witnesses and witnesses may not be solicited from customers using the Library. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present valid photo identification.
- ❖ Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- ❖ Documents to be notarized must be signed in person before the notary who will certify the signature.
- ❖ Notary service is limited to five signatures per person, per visit.

Documents the library notaries will not notarize:

- Mortgage and Housing Refinance documents
- Final Wills
- Notary Protests
- Homeland Security I-9 Forms
- Blank Forms
- Foreign documents written in any language other than English
- Passport documents

The library reserves the right to refuse notarizing documents for any legal reason or reason pertaining to library operation.

Revised 3/20/24