



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • www.otsego.library.org

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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, Housing Refinance, Deeds, and Land Sale documents, or anything else related to real estate / land
- Leases of any kind
- Any type of wills or trust documents: Living Wills, Final Wills, or Trusts
- Power of Attorney documents
- Notary Protests
- Homeland Security 1-9 Forms
- Blank Forms
- Foreign documents written in any language other than English
- Passport and citizenship documents

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

*Updated 3/20/2024
Revised 1/15/2025
Revised 10/22/2025*