

Policy Statement

The Comstock Township Library is pleased to offer a notary service to the public.

Regulations

1. The notary's role is limited to authenticating the signature presented. Notaries will follow the Notary Laws of the State of Michigan. Patrons should be aware that notarizing a document does not constitute a legal review of the document's content.
2. Patrons must present valid, government issued, picture identification.
3. Patrons must sign document(s) in front of the library notary. Library notaries will not sign documents unless they are certain that the Patron is who he/she purports to be.
4. In situations where a witness is required the Library will not provide witnesses, and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.
5. Each library notary will maintain a journal wherein each transaction will be noted, along with the identification provided and a thumbprint of the Patron.
6. Library notaries are not permitted to make use of a translator to communicate with a Notary service Patron.
7. Library notaries will **NOT** notarize copies of passports, I-9 forms, deeds, mortgages, wills, living wills, living trusts, codicils, depositions, certify or notarize that a record is an original or true copy of another record.
8. The library notary is **NOT** an attorney licensed to practice law in Michigan, and he/she may not give legal advice or accept fees for legal services.
9. Information to be notarized must appear on the document and be in English. Library notaries will **NOT** notarize blank pages, pages not related to the body of the document, or pages in another language.
10. Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates, and marriage certificates.

11. If a library notary doubts the validity of the document, or is uncomfortable with the person(s) signing the document, they have the right to refuse the notary service.
 12. Notary service will be available during regular library hours, up to 15 minutes before closing.
 13. The Comstock Township Library is responsible for obtaining the surety bond for the library notaries; therefore library notaries may **NOT** notarize documents outside the library.
 14. Library notaries will notarize documents for a \$5.00 fee per notarial act. (Each stamp & signature)
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Approved: June 2016
Comstock Township Library Board of Trustees