

Policy Statement

The Comstock Township Library (“Library”) offers Notary public service in accordance with the laws of the State of Michigan.

Regulations

1. Notary services will be provided in accordance with the laws of the State of Michigan. Only Library employees who hold a valid State of Michigan Notary commission are able to provide notary services. Library Notaries are unable to perform notary services outside of the library building or outside of regular library hours.
2. Notary services are available on a walk-in basis during regular library hours when a Notary is scheduled to work, up to fifteen (15) minutes prior to closing.
3. The Library cannot guarantee availability of notary services at any time. People are encouraged to call ahead to verify a Notary is present and available.
4. Notary services are offered free of charge to all Library cardholders in good standing. For all others, the fee for notary services is \$10.00 per appointment.
5. People seeking notary service must provide:
 - A. The complete, unsigned document to be notarized
 - B. A valid, unexpired government-issued picture identification
 - C. Witness(es) if applicable
6. Library Notaries will not:
 - A. Notarize documents that are already signed
 - B. Prepare or complete documents beyond notarizing them
 - C. Sign as a witness to any document they are notarizing
 - D. Notarize documents with blank pages or spaces, other than the space for signatures
 - E. Make use of a translator to communicate with a notary services patron
 - F. Notarize any of the following:
 - i. Homeland Security I9 forms

- ii. Real estate documents such as closing documents, mortgages, and deeds
- iii. Trust and estate planning documents such as trusts, living wills, wills, and codicils
- iv. Documents written in any language other than English
- v. Certify a copy or notarize that a document or record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses

7. Notarizing a document does not constitute a legal review of the document's content, nor is the Notary qualified or able to give legal advice.

8. Library Notaries will maintain a journal wherein each transaction will be noted, along with the identification provided.

9. Notaries retain the right to refer patrons elsewhere for notary service. A Notary may refuse to perform a notarial act¹.

Approved: June 2016, Revised: November 14, 2022
Comstock Township Library Board of Trustees

¹ MCL 55.285[8]