

## I. INTRODUCTION

- a. The Cardington-Lincoln Public Library (CLPL or “the library”) offers free and limited Notary Public services for the benefit of the community. The notary’s role is limited to authenticating the signature presented.
- b. The library’s free notary service is intended for simple documents that do not require special expertise. Refer to Section IV for a list of ineligible documents.
- c. Notarizing a document does not constitute a legal review of the document’s contents. A Notary Public is not a licensed attorney. Notaries cannot provide legal advice or counseling regarding documents.

## II. HOURS OF SERVICE

- a. Notary service is available Monday through Saturday during regular library hours, ending 30 minutes prior to closing.
- b. Appointments are not required; however, patrons should call 419-864-8181 in advance to verify that a notary is available.
- c. Notary service is one of many services provided by the library and not the Notary’s only duty; patrons may be asked to wait while the Notary attends to other library matters.

## III. ITEMS NEEDED AT THE NOTARY SERVICE APPOINTMENT

- a. Valid, current government-issued photo identification. International identification cannot be accepted. Valid forms of identification are:
  - i. Driver License
  - ii. State-Issued ID
  - iii. US Passport
  - iv. US Military ID
  - v. US Permanent Resident Card (“Green Card”)
  - vi. If under 18 and do not have a Driver License or State ID, a certified copy of a birth certificate or a current school photo ID is valid
- b. All unsigned documents requiring notarization.
  - i. Documents must be signed in the presence of the notary.
  - ii. All information above the signature line must be completed, leaving no blanks. Blank spaces not used in a document should have a line drawn through them so that no one can add to the terms of the document after it is signed.
- c. Witness(es), if needed, with valid, current government-issued photo identification. The library does not provide witnesses and witnesses may not be solicited from staff or patrons using the library.

IV. DOCUMENTS THAT CANNOT BE NOTARIZED AT THE LIBRARY

- a. Documents for business
- b. Real estate transactions including mortgage and housing refinance and Quit Claim Deeds
- c. Wills (The State of Ohio does not require wills to be notarized, only witnessed.)
- d. Financial Power of Attorney
- e. Employment eligibility verification (Homeland Security I-9 Forms)
- f. Auto titles without buyer name and address (State law requires this section be completed, regardless of circumstance.)
- g. Vital records including, but not limited to, passports, marriage certificates, and birth certificates. (The State of Ohio does not allow notary publics to certify vital records.)
- h. Other documents the notary determines to require special expertise.

V. OTHER POLICY NOTES

- a. Ohio law requires that the notary and the patron seeking notarization be able to communicate directly with each other and with witnesses. Notaries are not permitted to make use of a translator to communicate from the patron requesting notary services.
- b. In accordance with Ohio notarial law, notaries will not provide service if the patron, 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 or her sole discretion, decline to provide notary service.
- c. Documents not written in English can have signatures notarized if all other requirements are met and if the signer can communicate clearly with the notary, without a translator, and indicate that they know what they are signing and that they are signing of their own free will. The signer will have to determine and tell the notary if an oath is required. If foreign documents do not have the notary certificate in English, the notary will have to attach another certificate.
- d. Notaries cannot pre-date or post-date an action, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest.