



Notary Public Policy

Service Requirements

Document signers and witnesses (if required) must bring valid identification documents (ID). Government-issued photo identification is required of any patron seeking notary service. A Staff Notary will decline to notarize a document if the signer cannot provide acceptable identification.

Be sure documents are complete and ready for signature. Many notarizations require the signer to sign in the presence of a Staff Notary. Staff Notaries are prohibited from helping you to prepare, complete, or understand documents.

Document signers must be present at the time of notarization. Nevins Library will not provide witnesses and witnesses may not be solicited from patrons using the Library.

Service Restrictions

Staff Notaries will decline to provide service if the patron, document, or circumstances of the request for notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty.

If a document does not contain a notarial certificate, a Staff Notary may explain the purpose of certain basic notarizations so that the signer may make the best choice for their document. The signer is responsible to consult their own legal counsel or the document's creator or recipient prior to their appointment to determine the notarial act required.

Staff Notaries will not notarize documents written in languages they do not read.

Staff Notaries will not complete a USCIS Form I-9 Employment Eligibility Verification Form.

Staff Notaries are not attorneys licensed to practice law and will not notarize documents that require specialized legal, financial, or technical knowledge. Including, but not limited to, real estate closings, deeds, mortgages, wills, powers of attorney, living wills, living trusts, adoption agreements, codicils and depositions.

Staff Notaries may not give you legal advice or advise you about immigration policies or procedures. You should seek the advice of a qualified attorney to assist you with any legal questions or with questions about legal status under immigration law.

Staff Notaries will not pre-date or post-date any document.

Staff Notaries are not permitted to notarize documentation requiring a Medallion Signature Guarantee or Apostille Certifications.

Approved by Trustees: November 2, 2021

Updated: 2/24/25