

## Jacksonville Public Library Notary Policy

The Jacksonville Public Library offers the convenience of Notary Public services at no charge. A Notary witnesses the signing of a document or a sworn statement of a document.

Notary service is dependent on the availability of the Library Notary; please call in advance to ensure the Notary will be available and/or book an appointment. The Library Notary is simply witnessing the signing of a document and can only verify that:

1. the signer(s) of the document has appeared before the Notary,
2. the Notary has positively identified the signer(s) with a valid photo ID, and
3. the signer(s) acknowledge that the signature is his/hers and was made willingly.

### What to bring:

1. Document(s) to be notarized, this includes the entire document not just the signature page(s). Documents should be fully filled out, except for the signature(s), before presenting to the notary; use N/A for blanks that are not applicable. ***Documents that have already been signed cannot be notarized.***
2. Each signer should bring a current/valid government issued photo ID; expired IDs are not acceptable. Acceptable forms of identification include:
  - a. Driver's License or non-driver ID issued by the Motor Vehicle Commission
  - b. United States or foreign passport
  - c. United States military ID
  - d. Permanent Resident Card (Green card)

### Restrictions:

- All signers of the document must be present before notarization; the only exception is if the document(s) is clearly meant for multiple signers with different notarizations.

- Documents must be in English; Notary Publics are not permitted to make use of a translator to communicate with a notary customer. Jacksonville Public Library does not have a bilingual Notary at this time.
- Library Notary will not pre or post date any document.
- Library Notary and all other library staff are unable to sign or act as a witness. If your document(s) require a witness, you will be responsible for providing them. You may not solicit witnesses from other patrons in the library. A witness must:
  - be personally known to you,
  - be at least 18 years of age,
  - possess a valid/current government issued photo ID, and
  - be willing to stand up in court on your behalf.
- Notary Publics are prohibited from offering legal advice; please consult your attorney, real estate agent or other legal professional if you have questions before presenting your document for notarization

Approved by Jacksonville Public Library Board

January 17, 2024