

Madison Public Library Notary Public Policy

Purpose

To provide free, basic notary public services to the community in accordance with Ohio Revised Code Chapter 147 and library guidelines.

Availability

- Notary services are available during regular library hours, except within 30 minutes of closing.
 - Availability is dependent on staff scheduling; patrons are encouraged to call ahead to confirm notary availability and to ensure the notary will be able to notarize the requested document to be signed.
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General Guidelines

1. **Identification:** All signers must present a valid, government-issued photo ID (e.g., driver's license, passport, military ID).
2. **Document Preparation:**
 - Documents must be fully completed before notarization, except for the signature. Notaries may not notarize documents with blank spaces.
 - Documents must be signed in the presence of the notary.
 - Documents may not pre-date or post-date any document.
 - Car titles must be signed under oath at the time of the notarization. Buyers' name and address, odometer reading and sales price must all be completed prior to it being notarized. (State Law requires this section to be complete, regardless of circumstances).
 - Documents must include a proper notarial certificate (acknowledgment or jurat). If the document does not contain a certificate, the notary will attach the appropriate certificate as required by Ohio Revised Code §147.542
 - Documents must include a proper notarial certificate (acknowledgment or jurat). The Notary cannot advise which certificate to use unless they are a licensed attorney.

3. **Witnesses:**

- The library does not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of a Notary. The witness must also provide valid photo identification. The Notary may not act as a witness.
- Patrons must bring their own witnesses, who must also present valid ID and know the signer personally.

4. **Limitations:**

- Notaries may refuse service if there is doubt about the signer's identity, willingness, or understanding.
- Notaries cannot provide legal advice or prepare legal documents.
- Notary and signer must be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a notary customer.
- The library will not notarize:
 - Real estate documents (e.g., deeds, mortgages)
 - Wills, living wills, or codicils
 - I-9 Employment Eligibility forms
 - Documents in foreign languages
 - Certified copies of vital records (e.g., birth, death, marriage certificates)
 - Power of Attorneys (with the exception of Vehicle Power of Attorneys)
 - Certain public documents cannot be copied and/or Notarized such as Birth Certificates, Adoption Records and/or Marriage Licenses.

Service Scope

- Up to 3 documents per person per day.
- Basic notarizations only (e.g., acknowledgments, jurats).

Right to Refuse

Library notaries reserve the right to refuse service if:

- The request is outside the scope of permitted services.

- The document or circumstances raise concerns about legality, authenticity, or coercion.
- All signers are not present and/or able to communicate with the Notary.