

Notary Service Policy

Policy Statement

Notary services will be provided at the Presque Isle District Library (“Library”) in accordance with the laws of the State of Michigan. Only Library employees or officials who hold a valid State of Michigan notary commission will be able to provide notary services.

Regulations

- A. Availability. Patrons seeking notary service should call the Library in advance to make an appointment. The Library does not guarantee availability of notary services at any time.
- B. Fees. Notary services are provided free of charge to anyone in need.
- C. Identification. To receive notary service, patrons must present valid, government-issued picture identification. Any person requesting notary services must sign the document(s) in front of the notary.
- D. Exclusions. Notary services will **NOT** be provided for the following:
 - a. I-9 forms.
 - b. Real estate documents, such as closing documents, mortgages, and deeds.
 - c. Trust and estate planning documents such as trusts, living wills, wills, codicils.
 - d. Documents with blank pages, documents or pages not filled in, pages not related to the body of the document, or pages in a language other than English.
 - e. The notaries retain the right to refuse notary services for any reason.
 - f. Notaries cannot certify or notarize that document/record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.
 - g. Documents written in a language other than English.
 - h. Library notary staff *does not* offer electronic/digital notary services.
- E. Witnesses. The notaries cannot act as a witness to and notarize the same document. Library employees or officers who do not personally know the person requesting the notary’s services may not act as witnesses. All witnesses must present a valid photo identification.

Adopted: December 27th, 2023