

## Middle Georgia Regional Library

May 22, 2018

### Notary Policy

#### Overview of Library Notary Service

Library Notaries witness the signing of documents or signing of sworn statements on documents.

Library Notaries document that:

- The signer of the document appeared before the Notary;
- The Notary positively identified the signer; and
- The signer both acknowledged the signature as her or his, and that the signature was made willingly.

The Library provides Notary Service in accordance with “The Georgia Notary Handbook” published by The Georgia Superior Court Clerks’ Cooperative Authority. Library Notaries may decline to provide notary service in situations that do not comply with the provisions of this Handbook.

No appointment is necessary. Notary service is available on a first-come, first-served basis as long as Library Notaries are available. Staff schedules can change, so please contact your local branch to confirm that a Notary is available.

#### Fees for Library Notary Service

Library Notary Service is free.

#### What You Need to Know Before Coming to the Library for Notary Service

- Bring your own witnesses. Library staff members cannot take time from their duties to be your witness, and witnesses may not be solicited from other patrons. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- All signers must be present and must have a valid photo ID (state driver’s license, state-issued ID card, military ID or passport written in English).
- **DO NOT PRESIGN THE DOCUMENT.** Doing so will require that you resign the document in the presence of the Notary after presenting your valid photo ID and completing the required information for the Notary Public Record Book. However, you must be sure the document is completely filled out, leaving no blanks except where the signature is required.
- Documents must be originals. No photocopies can be notarized.

### The Following Documents are not Eligible for Library Notary Service

- Documents in a language other than English. The notary must be able to read and understand what he or she has been asked to notarize.
- Notary service is not available for deeds, mortgages, wills, powers of attorney, living wills, living trusts, codicils, or depositions. Documents relating to the transfer of real property are required by Georgia law to be notarized in attorneys' offices.
- Certain public documents which are issued by government or educational agencies cannot be copied and notarized. Examples are: birth certificates, death certificates, marriage certificates, school transcripts, I-9 forms and other official records that are issued by state or other government officials

### Additional Library Notary Limitations

- 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.
- The Notary does not provide Apostille services.

Middle Georgia Regional Library Notaries reserve the right to refuse notarization of any document. Notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library. Any document or situation that would compromise the library's impartiality may be refused. In this event, the library notary may, at his or her sole discretion, decline to provide notary service.