

Notary Services Policy

The Marshall County Public Library offers free notary services on a limited basis when a certified notary is available.

Availability and Appointment Information

Availability: Notary services are available by appointment only.

Appointment Requirements: Customers must bring the completed but unsigned legal document to their appointment.

Language Requirement: All documents must be in English.

Identification Requirement: All signers must present valid photo identification at the time of notarization. Acceptable forms include:

- State-issued driver's licenses and identification cards
- Military IDs
- Passports

Witness Policy: Witnesses must have personal knowledge of the individual requiring notarization and must provide valid photo identification. Witnesses cannot be solicited from library patrons or staff.

Document Requirements: Documents presented must include the notarial certificate or "notary block." Documents must be typed; handwritten documents will not be accepted.

Discretionary Service: The Library reserves the right to decline notary service if any issue of authenticity, ambiguity, doubt, or uncertainty arises regarding the customer, document, or circumstances. The Library notary may decline to provide notary service at their sole discretion.

Presence Requirement: The notary will only attest to documents signed in their presence.

Notary Service Exclusions

Document Types Not Notarized:

- Any document that requires legal knowledge, including wills.
- Public record documents or photocopies thereof (e.g., birth certificates, death certificates, marriage licenses)
- I-9 (Employment Eligibility Verification) forms

Certified Copies: Certified copies of public record documents are not available through notary services. Customers must contact the specific government entity issuing the document.