

Section: Administration

Subject: Notary Public Services Policy

Effective Date: February 19, 2003

Summary: This policy describes the library's notary service guidelines.

Policy:

This library adheres to the highest standards of competence and responsibility in the providing of notary public services.

1. Notaries Public in this library shall not perform, nor be instructed to perform, any notarial act which the notary or the notary's supervisor knows to be false or violates notary law or correct procedures.
2. Notaries Public in this library shall never notarize any signature without the maker of the signature first appearing personally before the notary.
3. Notaries Public in this library shall exercise reasonable care to properly verify the identity of the maker of every signature they notarize by means of personal knowledge or by valid evidence.
4. Notaries Public in this library shall correctly maintain a notary journal of all notarial acts they perform.
5. Notaries Public in this library shall refuse to execute a notarial certificate on any document the truth or legality of which is uncertain.
6. Notaries Public in this library shall exercise diligence and utmost care in the performance of all notarial acts.
7. Notaries Public in this library shall refuse to execute a notarial certificate on wills, power of attorney, and trust agreements.