

LOUTIT DISTRICT LIBRARY
NOTARY SERVICE POLICY

Notary services will be provided at the Loutit District Library in accordance with the laws of the State of Michigan. Patrons seeking notary service should call the library in advance to confirm when the notaries are available. Notary services will be available during regular library hours when notaries are scheduled to work, up until fifteen minutes before closing.

In order to receive notary service, patrons must present valid, government-issued picture identification. Patrons must sign the document(s) in front of the notary. Notaries will notarize up to three documents per patron per day at no charge.

Notary services will NOT be provided for I-9 forms, closing documents, trusts or wills, blank pages, pages not related to the body of the document, or pages in a language other than English. Notarizing a document does not constitute a legal review of the document's content. The notaries retain the right to refer patrons elsewhere if they doubt the validity of the document(s) they are being asked to notarize or are uncomfortable with the person or persons signing the document(s).

The notaries cannot act as a witness to and notarize the same document. The notaries cannot notarize that a record is an original copy of another record.

The notaries will maintain a journal wherein each transaction will be noted, along with the identification provided.