

# Notary Services

The Flint Public Library now offers Notary Services free of charge. We suggest that you call ahead to the library to be sure that a Notary is on duty at the specific time that you plan to use the service. Copies of Notary Records cost \$0.10 per page.

## What does a notary do?

Notaries witness document signing or signing a sworn statement on a document. They verify, by their signature and seal, that you are who you say you are.

## Guidelines

For Notary Services to be performed, you must provide two forms of identification; a picture ID as well as another current form of identification containing your signature. Acceptable forms of ID include:

- A current passport from any country, in a language the Notary can read.
- A valid driver's license.
- A valid state ID.
- Other government issued identification card that includes a picture and the signature of the person

**\*All signers must be present at the time of the notarization.**

Birth certificates and Social Security cards are not acceptable ID.

The person requiring Notary Services must be sure the document is completely filled out, leaving no blanks except where the signature is required.

The library will only notarize documents written in English.

The Notary must be able to communicate in English directly with the signer.

If witnesses are required, please bring them with you.

Library staff cannot witness documents; you must bring your own witnesses.

## What we cannot notarize:

- Wills
- Vital records such as: birth, marriage, and death certificates.
- Real Estate Transactions
- IRS form I-9

- Photocopies of official documents

Notaries cannot dispense legal advice.

Notaries can refuse service at their discretion.