

INDIAN RIVER AREA LIBRARY

Notary Services Policy

1. STATEMENT of PURPOSE

The *Indian River Area Library* (IRAL) offers notary services in accordance with the laws of the State of Michigan.

2. GUIDELINES

- A. IRAL provides the services of a notary public by appointment only, during regular Library operating hours, with appointments available up until thirty minutes before closing.
- B. Tuscarora Township residents can receive notary services at no charge. Anyone residing outside of Tuscarora Township will be charged \$5 for notary services.
- C. Those requesting notary services can have a maximum of eight documents notarized per person per day.
- D. IRAL cannot guarantee the availability of a notary public at any particular time.
- E. Notaries are regulated by Michigan Notary Public Act 238 of 2003. IRAL notaries will not notarize documents in any manner that violates Michigan laws and regulations. Notaries will not prepare or complete documents for the public, nor can they give legal advice on any matter.
- F. In accordance with Michigan law, notaries will not provide service if the document or circumstances of the request for notary service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the Library. IRAL notaries may, at their sole discretion, decline to provide notary service at any time and for any reason.
- G. IRAL notary staff are unable to perform notary services outside of the Library building or outside of regular Library hours.
- H. The notaries will maintain a journal in which each transaction will be noted, along with the identification provided.
- I. IRAL notaries are not permitted to make use of a translator to communicate with a notary service customer.
- J. The Library does not offer electronic/digital notary services.

K. Persons seeking notaries are responsible for knowing their document, the type of notary service needed, and where to sign. By law, notaries cannot give legal advice or explain documents. Please seek legal advice or contact the document issuing or receiving agency if help is needed. Legal help for Michigan residents is available at **Michigan Legal Help**.

3. WHAT TO BRING

- Completed, unsigned, document(s) to be notarized. Documents must be signed in front of the notary.
- A witness or witnesses, if required by your document. IRAL will not provide witnesses, and the witnesses may NOT be solicited from among Library patrons. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present a valid photo identification.
- A valid, unexpired, state ID, federal ID, or other government ID with signature and photos (such as a driver's license, state ID card, US military ID, or US passport).

4. IRAL WILL NOT NOTARIZE

- Documents outside of the Library building
- Estate Planning Documents: Wills, Trusts, Power of Attorney, etc.
- Real Estate Transactions: Mortgages, Deeds, Closing Documents, etc.
- Affidavits and Depositions
- Michigan Vital Records: Birth, Death, Marriage, Divorce (these are done by State and County officials)
- Certify or notarize that a document/record is an original or true copy of another record. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document
- Documents written in a language other than English
- Provide a Medallion signature guarantee stamp (these are done through a financial institution participating in the Medallion program).
- Provide an Apostille (this is issued by your Secretary of State's office or Notary Commissioning Agency)
- Any document that requires a determination of the signer's state of mind, competency, or capacity to sign a document
- Notary Protests
- I-9 Employment Eligibility Verification Forms
- Blank forms