

# Policies

## **NOTARY PUBLIC SERVICE POLICY**

**Reviewed and approved 10/16/2024.**

A notary public is a public officer of the state, authorized by law to certify documents, take affidavits, and administer oaths. A notary public is appointed for a four-year term after being commissioned by the state of Wisconsin.

The T.B. Scott Free Library offers notary public services for the benefit of the residents of our community. The following guidelines will be followed in providing this service:

- Notary service is provided free of charge by the library. In lieu of fees, donations to the library are welcomed.
- This service is subject to the availability of the notary public on staff.
- This service is provided on library property only.
- Notary service is provided during regular library hours with a schedule that is subject to change as warranted by need or staff.
- Documents in any language other than English will not be notarized.
- People seeking notary service must present valid photo identification, such as a driver's license, passport, or current employee id.
- Documents to be notarized must be signed in person before the notary who will certify the signature.
- If the document requires witnesses, the person requesting the service must provide them. Library staff cannot act as witnesses.
- Wills and living wills cannot be notarized.
- The notary may, at their discretion, decline to provide notary service.

Questions or comments regarding this policy or this service should be directed to the T.B. Scott Free Library Board of Trustees.