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## **Limited Notary Public Service**

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The Henry County Public Library offers free limited notary public services for the benefit of the residents of our community most of the hours that the library is open, Monday through Saturday. Persons seeking notary services should call ahead to make an appointment.

Notary service is not available in the 15 minutes prior to time of closing. Notary service is provided on a first-come, first-served basis. The following guidelines will be followed in the provision of this service.

Valid photo identification is required of any person seeking notary service. Notaries cannot pre-date or post-date an action, prepare a legal document, or give advice on legal matters, or notarize documents in which they have a personal interest.

Notaries are limited to three documents per person, per visit.

The library will not provide witnesses, and witnesses may not be solicited from patrons using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

Since the notary must be able to read and understand what he or she has been asked to notarize, documents in any language other than English will not be notarized at the library.

Certain public documents cannot be copied and notarized. Examples include birth certificates, death certificates, and marriage certificates.

Notaries will not provide service if a patron, document, or circumstance of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty. In this event, the library notary may, at his or her sole discretion, decline to provide notary service.

There is no fee for this service.