

SECTION:	PS 10	SPECIAL SERVICES
SUBSECTION:		
POLICY:	PS 10.2	NOTARY SERVICE
REVISIONS:		04/15/15; 09/16/2020; 09/18/24

A Notary Public is a public officer whose duty it is to attest to the genuineness of any deeds or writings in order to render them available as evidence of the facts they contain.

ACDL strives to have a notary on staff at both the Ashtabula and Geneva Public Libraries. Patrons should call ahead to make sure a notary is available, and to confirm that they and their documents can meet the library's requirements for notary service. The Library does not charge a fee to notarize documents.

Required for notary service:

- Current photo ID such as a driver's license or passport
- Form of ID with current address such as driver's license, utility bill, etc.
- (Completed) original document(s) to be notarized. (Do not complete vehicle title transfers in advance.)
- Original signer(s) must be present and sign in the presence of the notary.

Note:

- The library does not provide online notarization.
- The notary cannot explain document content, provide advice, or assist in document completion.
- The notary cannot pre-date or post-date any action.
- A notary reserves the right to decline his/her services.

Journal of Notarial Acts

The notary public will complete an official register (Journal of Notarial Acts) for each transaction and keep it in a safe and secure manner for the term of commission. This Journal is the property of the individual notary and will be kept/maintained until certification expires and not renewed, or upon death, at which time all the journals will be transferred to the Secretary of State. The Library may photocopy the logs related to library employment, but not possess them.

The Journal of Notarial Acts will include:

- Date
- Signer's Printed Name
- Signer's Current Address
- Proof of verification ID (document[s] used to identify signer)
- Document title notarized
- Was oath or affirmation given, and which one
- Signer's signature

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- Notary's name, position, and library location

Documents the library notary will not notarize:

- Car title that is unusual or has already been signed by a seller who is not present, and/or a title with erasures, cross outs and/or white out, open titles.
- I-9 Certifications (not considered a notarial act)
- Medallion notary services (banks only)
- Financial transactions
- Copies of vital records such as birth, marriage or death certificates, etc. The notary can notarize an Affidavit from the principal stating the record is a true and accurate copy of the original document.
- Documents when the notary is named as a party to the underlying transaction, has a financial or beneficial interest in the transaction, is a signatory to a document, or is the document's originator.
- Items requiring a notarization oath in a language in which the notary is not fluent.

A notary cannot refuse to assist a disabled individual seeking services. For signers who do not speak English, use of a translator is permissible, but not recommended. However, the notary may use a translator app or professional translator. The notary must be able to communicate directly with the signer.

ACDL's responsibility to notary employee:

- Provide Errors & Omission Insurance
- Pay for the background check, initial and renewal, with notification of successful background check clearance
- Pay the fee for class (new or renewal)
- Purchase the initial and renewal notary stamp and/or seal, with successful completion of requirements