



## **Notary Public Service Policy**

Board approved: 10/2024

### **Notary Public Service Overview**

The Granville Public Library offers free notary public service as part of our commitment to meet the needs of our service area and to benefit the community. Notary public service is offered during regular hours of operation when a notary is available and must be scheduled in advance. Library notaries provide basic services only, such as witnessing signatures.

### **Scheduling**

Appointments are scheduled during open library hours, based on notary availability. Scheduling can be done through the library website, [granvillelibrary.org](http://granvillelibrary.org), using the online calendar to select an appointment time.

### **Fees**

Notary public service is available at no charge.

### **Identification**

Current, government-issued photo identification is required for any notary service. Valid forms of identification include a driver's license, state issued ID, military ID or passport.

### **Limitations of Service**

Notary services are available for individual, not business, use and are limited to three documents per person. Notaries may not provide legal advice or opinions on documents to be notarized.

Library notaries are able to provide basic services, such as witnessing signatures and sworn statements. The library will not notarize documents involving complexity or specialized expertise, including:

- Real estate documents
- Corporate or business documents
- Powers of Attorney
- Wills, living wills, codicils or trusts

Qualified library employees are in their individual capacities as notaries commissioned by the Ohio Secretary of State's office and reserve the right to refuse notary services.