

## East Cleveland Public Library Notary Policy

East Cleveland Public Library (ECPL) is pleased to offer notary services for free to the community and as part of its ongoing commitment to providing dynamic patron services.

Notary service are available during regular hours of operation at the East Cleveland Public Library. The library cannot guarantee that a notary will be on staff at all times. Other restrictions may apply regarding the notarization of specific types of documents. Notaries are subject to the Ohio Revised Code, Section 147.

### A. Fees

- a) Notary services are available for free at the East Cleveland Public Library.

### B. Scheduling

- a) The library cannot guarantee notary availability at all times. Patrons seeking notary services can make an appointment online, or can contact the library to make an appointment by phone or in person. Appointments will be made on a first-come, first-served basis.
- b) The library does not offer its notary services thirty minutes before time of closing, Monday through Saturday.

### C. Identification Requirements

- a) Valid, government-issued photo identification is required of anyone seeking notary services. For those under the age of 18, a certified copy of their birth certificate or a current school ID, with photo, is required and parent or guardian.
- b) The signer must be present before the notary, and documents must be signed before the notary.
- c) Valid, ECPL or CLEVNET library card with no outstanding fees of over \$75.00.
- d) If a witness or witnesses are required, the library will not provide witnesses, and witnesses may not be solicited from library patrons or staff. Witnesses must know the individual whose document is being notarized. Witnesses must also have valid, government-issued photo identification.

### D. Limitations of Service

- a) Library notaries cannot certify true copies of vital records and documents. Only issuing agencies can certify true copies.
- b) Library notaries will not take or certify depositions.

- c) Library staff members are not able to provide legal advice, nor can they assist in preparing or in filling out legal forms.
  - d) Library notaries are able to provide basic services only, such as witnessing signatures and sworn statements. Library notaries will not notarize documents requiring more than three signatures, nor will they notarize more than three documents per person, and they reserve the right to refer patrons to other agencies for more complex requests.
  - e) Library staff will not notarize the following documents:
    - Power of attorney forms (if all parties are not present)
    - Court forms
    - I-9 forms
    - Real estate transactions
    - Last wills and testaments
    - Corporate/business documents. Notary services are for individuals only.
    - Documents in a language other than English
    - Documents for which the signer cannot communicate directly with the notary
    - Documents that require an electronic signature
- E. Library notaries reserve the right to decline services should the circumstances surrounding an appointment raise any doubt regarding their legal obligations as outlined in Ohio Revised Code, Section 147.