



Notary Service Policy

Kent Free Library is pleased to offer free (basic) Notary service for the benefit of Library patrons. Library Notaries provide service on a by-appointment basis to ensure they are available to notarize documents.

Notaries may accept walk-in patrons, those without an appointment, if staffing and time permit. Patrons should call before visiting to ensure availability of appropriate staff and arrive at least one hour before the Library closes to allow sufficient time for service. Notary service is one of many services provided by the Library and not the Notary's only duty; you may be asked to wait while the Notary attends to other Library matters.

Proper Identification

Notaries certifies that: The signer of the document appeared before the Notary; the Notary positively identified the signer; and the signer both acknowledged the signature as their own, and that the signature was made willingly.

The person(s) signing the document(s) to be notarized must appear in person and present a valid photo identification. Valid identification includes:

- Current Driver's License
- State-Issued ID
- US Passport
- US Military ID
- US Permanent Resident Card ("Green Card").

International Identification Cards and/or International Driver's Licenses are not accepted.

Basic Notary Service

Notaries are able to provide basic services only. Library Notaries are available for individual use only. No services are provided for businesses or organizations. Notary service is **not** available for:

- Documents which require an electronic signature
- Last will and testaments, living wills, living trusts, or powers of attorney
- Any real estate transactions, including quit claim deeds
- Corporate or legal documents including codicils, depositions, or I-9 forms
- Birth certificates, adoption records, or marriage licenses
- Certifying copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates.
- Any documents with more than ten (10) pages.
- Documents in a language other than English.

Additional Guidelines

The information in the document to be notarized must be legible. The document must be completed (except for signature) in advance, and all blanks in a document must be filled in before notarization, with N/A if not applicable. The Notary cannot notarize a document that has been signed in advance.

Notaries and the person requesting notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with the person requesting Notary services. At this time, Notary staff speak English only.

Notaries cannot pre-date or post-date any action, prepare a legal document or notarize documents in which they have a personal interest. Notaries are not able to provide legal advice, nor can they assist in the preparation of legal forms.

The Library does not provide witnesses. Witnesses may not be solicited within the library. Witnesses must have proper identification such as a valid photo ID, and must be previously and personally known to the signer and willing to stand up in a court of law on their behalf, should that become necessary.

Notary service will be denied if the document, the identification, the circumstances or the capacity of the signer to understand the proceedings raises any ambiguity, questions of authenticity, or if the Notary does not understand the language of the document. Notaries reserve the right, at their sole discretion, to decline to provide service for any reason. Notaries are mandated reporters.

Policy Approved by Board of Trustees: 12/15/2022