



BOARD POLICIES

NOTARY PUBLIC SERVICE

Category: Operational

Approved: March 25, 2015

The Rocky River Public Library offers free limited Notary Public services for the benefit of the community, Monday through Saturday during regular library hours, ending 30 minutes prior to closing. Appointments are not required; however, please call (440) 333-7610 in advance to verify that a notary is available.

Guidelines:

- Please bring a valid, government-issued photo ID and **unsigned** documents to be notarized. Documents **must be signed in the presence of the notary** in order to be valid (ORC Section 147).
- Please complete all information above the signature line completely.
- Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or customers using the Library.
- Documents to be notarized **must** be in English.
- Documents to be notarized **must** contain a Notary Public jurat or acknowledgement.
- The library provides only basic Notary Public Services and is not able to notarize more than 3 documents per person per visit.
- The Library's free notary service is intended for simple documents (auto titles, etc.) and do not require specialized expertise. Documents we will **not** notarize:
 - Real estate transactions including mortgage and housing refinance documents, including Quit Claim Deeds
 - Wills
 - Notary protests
 - Employment eligibility verification, Homeland Security I-9 Forms
 - Documents written in any language other than English
 - Auto titles without buyer address and name (state law requires this section be completed, regardless of circumstance)

We reserve the right to refuse notarizing documents for any legal reason.

Note: In the State of Ohio, notaries cannot certify documents. We cannot certify copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates.