

# BOARD POLICIES

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## NOTARY PUBLIC SERVICE

Category: Operational

Approved: March 25, 2015

Updated: January 29, 2025

The Rocky River Public Library offers free limited Notary Public services for the benefit of the community during regular Library hours when Notary staff is available. Arrive at least an hour prior to the time of the Library's closing so that there is adequate time to process the paperwork. Appointments are not required; however, please call (440) 333-7610 the same day to verify that a notary is available.

### Guidelines:

- All parties involved in the notarization process, including witnesses, must provide at least one valid form of photo identification such as a US passport, valid state ID, valid drivers' license, or military ID card. The name on the notarized document must match the name on the ID exactly.
- Documents to be notarized must have all information filled out completely, except for the signature. Documents must be signed in the presence of the notary in order to be valid (ORC Section 147).
- Document notarial certificate must be in English.
- Documents to be notarized should contain a Notary Public jurat or acknowledgement. If one is not present, notaries will provide jurat or acknowledgement.
- The Library provides only basic Notary Public Services and is not able to notarize more than five documents per person per visit.
- 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.
- The Library's free notary service is intended for simple documents that do not require specialized expertise.

The Library reserves the right to refuse notarizing documents for any reason. Library staff are not able to provide legal advice, nor can they assist in preparing or in filling out legal forms.

In the State of Ohio, notaries cannot certify documents and Library notaries will not certify copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates.

The following are examples of documents that can typically be notarized:

- State of Ohio Vehicle titles (must include buyer address and name)
- Lease agreements

- Driving affidavits
- School proof of residency
- Separation/Dissolution documents
- Name change documents
- Retirement documents

Notary service is not available for:

- Real estate transactions including: quit claim deeds, mortgage, real estate closing, or refinancing documents.
- Wills, Power of Attorney, living wills, codicils
- Notary protests
- Employment eligibility verification, Homeland Security I-9 Forms