

Flat River Community Library

Notary Public Policy

I. Purpose

Notary services will be provided at the Flat River Community Library in accordance with the laws of the State of Michigan.

II. Availability

Notary services will be available in accordance with the laws of the State of Michigan. Only FRCL employees who hold a valid State of Michigan notary commission will be able to provide notary services. Notary services are on a walk-in basis during regular library hours when a notary is scheduled to work, up to 30 minutes prior to closing or prior to the end of the notary's shift. FRCL cannot guarantee that a notary will be on staff at all times, therefore patrons should call ahead to verify a notary is present and available. FRCL does not guarantee availability of notary services at any time.

III. Fees

There is no charge for notary services.

IV. Required Documentation

Patrons must provide:

- The completed, unsigned, document(s) to be notarized.
- A valid, unexpired state ID, federal ID, or other government ID with signature and photo (accepted forms of ID include: driver's license, state ID card, US military ID, or US passport)
- A witness, if required, who must personally know the person whose documents are being notarized, and who can provide valid photo identification.

V. Exclusions

Documents the Flat River Community Library will not notarize:

- Documents that are already signed
- Documents with blank pages, documents or pages not filled in, pages not related to the body of the document, or pages in a language other than English
- Blank documents
- Homeland Security I-9 Forms
- Real estate documents, such as closing documents, mortgages, and deeds
- Trust and estate planning documents such as trusts, living wills, wills, codicils,
- Documents written in any language other than English
- FRCL cannot "certify a copy" (e.g., verify that a reproduction of an original is a true, complete, and correct copy of the original)
- Notaries cannot certify or notarize that a document/record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses. In

Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.

- The notaries retain the right to refer patrons elsewhere if they doubt the validity of the document(s) they are being asked to notarize or are uncomfortable with the person or persons signing the document(s).

VI. Compliance with Michigan Law

The notary will maintain a journal in which each transaction will be noted, along with the identification provided.

Notarizing a document does not constitute a legal review of the document's content. A notary public may refuse to perform a notarial act at any time, for any reason (MCL55.285[8]).

Notaries adhere to the Michigan Notary public act of 2003:

- Notaries cannot give professional advice on legal matters pertaining to notarizing documents.
- The notaries cannot act as a witness to and notarize the same document. Flat River Community Library will not provide witnesses and witnesses may not be solicited from other patrons using the library. To serve as a witness, the witness must personally know the person whose documents are being notarized, and must also provide valid photo identification.
- Notaries are not permitted to make use of a translator to communicate with a notary services patron.
- Documents to be notarized must be signed in person, in front of the notary who will certify the signature.

Approved 3/9/2022
BUILDING USE