

Selover Public Library Notary Service Policy

Policy Last Updated: July 16, 2025



Selover Public Library offers free and limited notary public services for the benefit of the community. Notary service is one of the many services provided by the library and is not the notary's only duty. Patrons may be asked to wait while the notary attends to other library matters. The notary's role is limited to authenticating the signatures presented. The library's free notary service is intended for simple documents that do not require special expertise.

HOURS OF SERVICE

Notary services are only available when a notary is working at the library. These hours vary. Patrons should call the library in advance to verify that a notary is available.

NOTARY SERVICE REQUIREMENTS

1. Valid, government-issued photo identification. International identification cannot be accepted. Valid forms of identification are

- Driver's license
- State-issued ID
- US passport
- US military ID
- US Permanent Resident Card (green card)

If the signer is under 18 and does not have a driver's license or state ID, a certified copy of a birth certificate or current school photo ID is valid. Those under 18 must be accompanied by a parent or legal guardian.

2. All unsigned documents requiring notarization

- Documents must be signed in the presence of the notary. Library staff will only notarize witnessed signatures. All persons signing the document(s) must be present.

- All information above the signature line must be completed, leaving no blanks. Blank spaces not used in a document should have a line drawn through them so that no one can add to the terms of the document after it is signed.

3. To serve as a witness, if needed, the witness(es) must personally know the person whose document is being notarized and must be in possession of a valid photo identification. The library does not provide witnesses, and witnesses may not be solicited from staff or patrons using the library.

DOCUMENTS THAT CAN BE NOTARIZED AT THE LIBRARY

- State of Ohio vehicle titles (must include the buyer's address and name). The seller must be present.
- Lease agreements
- Driving affidavits
- Proof of residency for school districts
- Separation/dissolution documents
- Name change documents
- Retirement documents

DOCUMENTS THAT CANNOT BE NOTARIZED AT THE LIBRARY

- Corporate or business documents
- Real estate transactions including mortgage and housing refinance and quitclaim deeds
- Employment eligibility verification I-9 forms (never notarized)
- Certification of vital records (birth, marriage, death). These types of documents cannot be copied and notarized. (The State of Ohio does not allow a Notary Public to certify vital records)
- Auto titles without the buyer's address and name. (State law requires this section to be completed, regardless of circumstances.)
- Wills (The State of Ohio does not require wills to be notarized, only witnessed.)
- Documents requiring financial certification or authentication, including Financial Power of Attorney
- Documents that require an electronic signature
- Depositions
- Documents for which the signer cannot communicate directly with the notary
- Other documents the notary determines to require special expertise

OTHER POLICY NOTES

Ohio law requires that the notary and the patron seeking notarization be able to communicate directly with each other and with witnesses. Notaries are not permitted to make use of a translator to communicate with the patron requesting notary services; however, a mechanical translator can be used.

In accordance with Ohio notarial law, notaries will not provide service if the patron, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the library notary may, at their sole discretion, decline to provide notary service.

Documents not written in English can have signatures notarized if all other requirements are met and if the signer can communicate clearly with the notary, without a translator, and indicate that they know what they are signing and that they are signing of their own free will. The signer will have to determine and tell the notary if an oath is required. If foreign documents do not have the notary certificate in English, the notary will have to attach another certificate.

Notaries cannot pre-date or post-date any action, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest. A notary public is not a licensed attorney.

Library employees can only offer basic notary services. For complex requests, or requests outside our notaries' experience or expertise, we may refer you to another provider.

For more information on notaries, notary services, and notary resources, see <http://www.ohiosos.gov/notary/information/>