

## PCDL Library Notary Policy

Preble County District Library provides basic Notary Public services, such as certifying signatures and administering sworn oaths or affirmations, free of charge for the convenience of our community. (For complex requests, or requests outside our Notary's experience or expertise, please refer to 123notary.com for a referral.)

Library Notary service is available **by appointment only** in the PC Room at the Library Administration Building (450 S. Barron Street, Eaton). Call the PC Room at 937-456-4970 or email [pcroom@preblelibrary.org](mailto:pcroom@preblelibrary.org) to schedule an appointment.

- The person who will sign the document must provide the Notary with at least one valid form of identification. The Notary may decline to notarize a document if the signer cannot provide valid form of identification which may be a passport written in a language the Notary can understand, a U.S./state driver's license, state id, military id, Permanent Resident Card (Green Card), school id or, in the case of a minor, a certified copy of the birth certificate.
- Library Notaries may not notarize any document with blank spaces, therefore before appearing before the library Notary, the document to be notarized should be completely filled out, leaving no blanks other than where the customer and Notary will sign and date the document. Do not sign anything until the Notary is in attendance. All people signing the document must be present with a valid form of identification,
- If witnesses are required to sign a document, they must accompany the document's main signer. The library will not provide witnesses, nor can witnesses be solicited from patrons using other library services. Witnesses must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- As required by Ohio law, automobile titles must include buyer name and address, regardless of circumstance.

### **Notary Service is not available for the following documents:**

- Mortgage documents, housing refinance documents or deeds
- Certain public documents (such as vital records) cannot be certified, copied and notarized. Some examples of these are birth certificates, death certificates, adoption records, divorce papers, naturalization papers and marriage certificates. Only issuing agencies can certify true copies. Notaries can only notarize signatures. A Notary Public can notarize a statement by the individual that the photocopy is indeed a copy of the original document. If you choose to have your statement notarized, write the following on the photocopy or attached page: I (your name), attest that this is a true and exact copy of the original document which is a [type of document, such as a passport], made on [the date you copied it]. Please bring the original documents with you, as the Notary must be able to inspect it.
- Wills or Living Wills, trusts, codicils, or depositions
- Notary Public or Justice of the Peace applications
- Notary Protests
- Documents written in any language other than English.



- Form 1-9 Employment Eligibility Verification (Homeland Security 1-9 forms). 1-9 forms cannot be notarized. However, a notary can serve as your company's authorized agent and witness that you have shown the proper documents.
- Corporate or business documents. Library Notary services are for individuals only.
- Documents that require an electronic signature

Library Notaries will maintain an individual journal of each notarial act performed during library work hours.

Notaries are required to follow Ohio Revised Code Chapter 147. Notaries cannot provide legal advice or assist in document preparation. They cannot pre-date or post-date any action or notarize any document in which they have a personal interest. Notaries will not provide service if a patron, document, or circumstance of the request for Notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty. Under these circumstances, the library Notary may, at his or her sole discretion, decline to provide Notary service.

Board Approved 10/28/2019; revised May 2023; revised September 2024