Notary Responses

I have a staff member who is in the process of applying to be a Notary Public and yes, we are paying for it. I wanted to have one on staff so we can provide this service to patrons. There are several people on staff at City Hall who are notaries, but City Hall is only open M-F 8 - 4. We are open in the evenings and on Saturdays. We don't have a policy yet.

My library paid for my notary license, and for the bond that was required (though I secured that through my personal insurance agent, I believe.) We don’t charge for my services, which makes the patrons very happy, and I only notarize here – I would probably feel sketchy charging for notary services outside the library, given that the library got me certified, but it’s a non-issue since my stamp lives in my desk at work.

We don’t have a policy in place, and I would appreciate it if you would pass along any you do receive!

Our library pays in full (including the registration with the county and state, the bond, journal and embosser) to have some of our staff members become notaries. I believe the total cost for an individual to become a notary comes to about $150-$200 and covers their certification for 7 years. Our school district requires quite a few of their forms to be notarized and the local banks no longer want to provide that service for anything other than their own financial documents. We decided we could fulfill this need, so we provide free notary service for our residents, and have received a lot of positive feedback for doing so. I have attached our policy.

Oh, I forgot to mention that we purchase our notary bonds through the insurance agent that handles the insurance on our building and the bonds on our library board. You can also buy notary bonds online through one of the notary associations, but some states have different lengths of bond than others. An online service sold us the wrong length of bond one time and that was a pain to correct it after the fact. This has worked better for us.

Our library did pay for me, I have been here 22 years, and actually the library paid for 2 additional staff to become notaries.  The library pays for everything, my stamps and for me to be insured.  We do not charge for the service, but we do take donations.

Our Administrative Assistant provides notary services to the public, since it is part of the job description, the library pays for all associated fees. If I recall correctly, it was less than $100 total. Our policy is attached.

I am a notary at my library and the library did cover the cost since it was specifically to add the service to library offerings.  Here is a link to our policy:

<http://loutitlibrary.org/wp-content/uploads/Notary-Service-Policy-2018.pdf>

I am a notary at my library and the library paid for all the expenses: insurance and fees to get the notary status. Since it is a service the library offers to the public the library board feels the cost of becoming a notary should be paid by the library. I don’t act as a notary or offer to sign as one outside the library setting. We do NOT charge the public any fees when they need something notarized. We also do not have a policy for it either.

We don't really have a written policy, but it is free for city residents with a valid library card (fine free and up to date) to do up to 4 documents per day.  After that it is $5.  Non-residents or non-valid cards pay $5 for up to 4 documents.  We do ask that they come in at least 30 minutes prior to closing.

The city pays for my county and state applications, journal, and stamp.  My bond and E&O insurance is handled by the city insurance department (they send me a copy for my records).

Library administration asked for one volunteer per branch when the service was added back in 2013.  Since it is promoted as a library service, they pay the associated costs.  When I first became a notary and was trying to learn the ropes, the city also covered the cost of a state specific notary law book and a national one that I bought from the National Notary Association website.

Journals are not required by the State of Michigan, but are a good idea for record keeping.  The journals belong to the notary, even though doing notarizations as a library service.  Legally, they are not accessible or viewable by anyone else and stay with the notary even if they leave for another job.  I keep mine in a locked locker.

Every member of our staff is a notary (2 full time, 4 part time) at the library’s expense. We do not charge for the service and it is invaluable for creating goodwill. Patrons often hand us donations in appreciation.

A few years ago the Dewitt District Library decided to offer notary services. The library paid in full for two staff members to become notaries. It was very inexpensive. Notaries need to be bonded so we went through the MML, our insurer, to get the bond, and then we paid the application fee with the county for the notary license — which I think was $35. We also paid for the staff members to have a notarization stamp. Library patrons love the service. We do not charge for this service.

The Library covers all costs to obtain Notary licenses. We do not have a policy, we just follow Michigan Notary Law. The service is free to the public but we do accept donations.

We don't have a policy, other than the rules and regulations from the State of Michigan.

The board/library paid for my fees, insurance, and supplies and we offer notary services at no charge to anyone in the community.

We keep one staff with a notary and we pay for their bond/notary application. This service is provided free to our patrons. If the staff person with notary is not available (vacation, off etc.) then patrons need to make an appointment. We also keep an updated list of other public Notaries available locally (city, banks, county) .

I previously worked in Clarkston, where the library paid for a number of staff members to be notaries, which was a service we offered to residents for free.

The library paid for the county fee, notary book, stamp, and seal. The surety bond was also paid for by the library, which are usually less than $200. Because surety bonds are paid in full at the start, and are good through your entire commission period (6 years I think), you can switch jobs and still provide the service privately and at work.

In Oak Park there is a city policy that we must charge patrons $5, so while it’s not free, I’m now the notary in my current library, and it’s already been popular.

The policy in Clarkston followed the law, and just stated what we could not notarize (I-9 forms for example), and that we are not legally obligated to notarize something we were uncomfortable with, depending on the situation.

The library paid for all of my fees to become a notary -- I believe there was a filing fee with the local clerk, and another with the state. I don't think we have an actual policy -- something we may need to remedy -- but we don't charge for services for patrons who live in our district.

I am the notary on staff at ADL. Our library paid for my commission, bond, stamp, and supplies. Attached please find our official policy.

On a side note, I personally do not notarize documents outside of my hours at the library. My stamp and record book stay in a locked box at the library.

I paid all the fees and insurance to have one of my staff become a notary. We would get asked maybe once a month prior to covid and this seemed like a great service for us to provide. Since then, she has maybe done a handful of notarizing but it still is a great thing to provide to our patrons.

We do not charge for the services but we do have some stipulations in place- such as she will not notarize anything within 15 minutes of closing or the end of her shift (just to keep her sanity- we often have people come in the last 5 minutes of the day and want things done).

Here is our policy. I see that we say nothing will be notarized 30 minutes before close or the end of her shift but I do leave it up to her. I just didn't want someone showing up last minute and expecting her to drop everything to help!

My library board approved and paid for me to become a notary. One reason they agreed to this is that our city is pretty small and there are only a couple notaries working in our city - none that are available in the evenings or weekends.

We advertise notary service but stipulate that people wanting this service should call the library first to make sure I am there and available. We have had no major issues so far (going on 3 years).

Attached is our notary policy.

Branch District Library has paid the full cost of for a staff member to get their notary license. We currently have 4 staff across three of our locations. It is a free service to the public and our patrons love it when I tell them that! Going along with this we did create a Notary Public Policy. We had some small issues with patrons and having that policy for staff to refer to has been great.

I am a notary in our library. The board made it a policy not to accept pay for notary services. We are way out in the country and look at this as a service so our patrons do not have to drive into town. The only other policy is to follow the Notary rules of ID and keeping track of those for whom I notarize documents.

The library paid for the certification and insurance. I paid for my seal.

We offer it as a service, so the library paid for the Director and Assistant Director to be certified.

We don't have a notary policy, per se, other than what they require, but we charge $1 per signature. It was a new offering for us, and we've had several utilize this service in the past few years.

Notary Policies

Allegan District Library Notary Public Policy

The Allegan District Library offers notarization services. A notary public acts as an official and unbiased witness to the identity of persons who come before the notary. Please follow these rules in order to have your documents notarized:

1. Do not sign your documents before coming into the library. The notary public must witness your signature.
2. You must present your state driver’s license, passport, or state identification card at the time of notarization.
3. If your document requires witnesses, you must provide your own witnesses. The library cannot guarantee enough staff would be available to act as a witness.
4. There is no charge for members in good standing. For nonmembers, the fee for notary services is $10 per appointment.

We ask that you make an appointment for notary services. Please call 269-673-4625 to inquire for notary availability.

**Jonesville District Library**

**Notary Public Policy**

The Jonesville District Library provides notary service at the rate of $5.00 per signature.

The Jonesville District Library cannot guarantee that a notary will be on staff at all times. Call ahead to verify if a notary will be present and available. You are required to have proper government-issued identification that includes a photo.

Notaries adhere to the Michigan Notary Public Act 238 of 2003.

* Notaries at the Jonesville District Library will not give professional advice on legal matters pertaining to notarizing documents.
* The Jonesville District Library will not provide witnesses and witnesses may not be solicited from customers using the Library. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present valid phot identification.
* Library Notaries are not permitted to make a use of a translator to communicate with a Notary service customer.
* Documents to be notarized must be signed in person in front of the notary who will certify the signature.
* Notary service is limited to five signatures per person, per visit.

Documents the Jonesville District Library notary will not notarize:

* Mortgage and Housing Refinance documents
* Final Wills
* Notary Protests
* Homeland Security I-9 Forms
* Blank Forms
* Foreign documents written in any language other than English

The Jonesville District Library reserves the right to refuse notarizing documents for a legal reason or reason pertaining to library operation.

Jonesville District Library

Official Policy approved March 18, 2019

**Saranac Clarksville District Library**

**Notary Service Policy**

Notary services will be provided at the Saranac location of the Saranac Clarksville District Library in accordance with the laws of the State of Michigan. Patrons seeking notary services should call the library in advance to confirm when the notary is available. Notary services will be available during regular library hours when the notary is scheduled to work, up to thirty minutes before closing or the end of the notary’s scheduled shift.

In order to receive notary services, patrons must present valid, government issued picture identification. Patrons must sign the document(s) in front of the notary. Notaries will notarize up to three documents per patron per day.

Notary services will NOT be provided for I-9 forms, closing documents, trusts or wills, blank pages, pages not related to the body of the document, or pages in a language other than English. Notarizing a document does not constitute a legal review of the document’s content. The notary retains 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).

The notary cannot act as a witness to and notarize the same document. The notary cannot notarize that a record is an original copy of another record.

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

**Notary Public Services**

The Clarkston Independence District Library provides Notary Services free of charge to residents. This

includes residents of the Charter Township of Independence and the City of the Village of Clarkston. For

non-residents, we charge a fee of $10.

To have a document notarized, the person(s) signing the document must present valid picture ID. The

document must be completed in full prior to appearing before the notary and signed in the presence of

the notary.

Please note that a notary public shall not certify or notarize that a record is either of the following: an

original or a true copy of another record. (see MCL 55.291[1]). This means that we are unable to

notarize such items as an I-9 form or certify that a photocopy is an accurate reproduction of an original.

A notary who is not an attorney may not give legal advice. It is the responsibility of the person(s) signing

to verify the requirements of the notarization prior to appearing before the notary. In the case of a will,

a notary will only notarize if the instructions are clear and a notary certificate is provided.

A notary public may refuse to perform a notarial act (MCL 55.285[8]).

***Library Board Approved April 21, 2014***



NOTARY PUBLIC POLICY

Adopted: November 18, 2019 Last Revised: n/a

Designated staff members at certain branches of the Branch District Library (BDL) may be available as notaries. Call or check the web site for details. BDL provides the services of a Notary Public on a walk-in basis at no charge. It is recommended that anyone needing notary service call the library prior to their visit to ensure that a notary is available. BDL cannot guarantee the availability of a Notary Public at any particular time.

# What to Bring

* Your completed, unsigned, document(s) to be notarized.
* A witness or witnesses, if required by your document. BDL will not provide witnesses, and witnesses may not be solicited from among other library patrons. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present a valid photo identification.
* A valid, unexpired state ID, federal ID, or other government ID with signature and photos (such as a driver’s license, state ID card, US military ID, or US passport).

# We Cannot Notarize

* Documents that are already signed. (Signatures must be witnessed by the Notary Public).
* Documents that are not in English.
* Documents with blank spaces other than the space for signature.
* We cannot “certify a copy” (e.g., verify that a reproduction of an original document is a true, complete and correct copy of the original).

**Other Things to Know**

* Notaries are regulated by Michigan law. We will not notarize documents in any manner that violates Michigan laws and regulations. Notaries will not prepare or complete documents for you, nor can they give legal advice on a matter.
* In accordance with Michigan law, notaries will not provide service if the document or circumstances of the request for notary service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the library. Our notaries may, at their sole discretion, decline to provide notary service at any time and for any reason.
* Library notary staff are unable to perform notary services outside of the library building or outside of regular library hours.



LOUTIT DISTRICT LIBRARY

NOTARY SERVICE POLICY

Notary services will be provided at the Loutit District Library in accordance with the laws of the State of Michigan. Patrons seeking notary service should call the library in advance to confirm when the notaries are available. Notary services will be available during regular library hours when notaries are scheduled to work, up until fifteen minutes before closing.

In order to receive notary service, patrons must present valid, government-issued picture identification. Patrons must sign the document(s) in front of the notary. Notaries will notarize up to three documents per patron per day at no charge.

Notary services will NOT be provided for I-9 forms, closing documents, trusts or wills, blank pages, pages not related to the body of the document, or pages in a language other than English.

Notarizing a document does not constitute a legal review of the document’s content. 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).

The notaries cannot act as a witness to and notarize the same document. The notaries cannot notarize that a record is an original copy of another record.

The notaries will maintain a journal wherein each transaction will be noted, along with the identification provided.

Adopted: April 3, 2018