



## **Notary Services**

**Notarial Act includes taking an acknowledgment, administering an oath or affirmation, taking a deposition or other sworn testimony, taking a verification on oath or affirmation, witnessing or attesting a signature, certifying a copy, and noting a protest of a negotiable instrument.**

**Notarial Officers do not provide legal advice.**

1. Services will be provided Monday through Friday 9am-3pm.
2. Personal appearance is required.
3. No charge for the services.
4. Maximum of four notarial acts per visit or per day.
5. Document must be in English.
6. No Remote or Electronic Notarization.
7. No Real Estate or Lending documents.
8. Notary has the right to refuse service. If a document is refused by one notary, the other notaries will also refuse the service.
9. No Certified copies will be provided for a copy of a record that can be obtained from any of the following offices in this state:
  - a. A clerk and recorder of public documents
  - b. The secretary of state
  - c. The state archives
  - d. An office of vital records
10. Identification will be required. List of acceptable documents are:
  - a. A passport, driver's license, or government-issued nondriver identification card that is current or expired not more than one year before performance of the notarial act; or
  - b. Another form of government identification issued to the individual that is current or expired not more than one year before performance of the notarial act, contains the signature or a photograph of the individual, and is satisfactory to the officer
  - c. By a verification on oath or affirmation of a credible witness personally appearing before the officer and known to the officer or whom the officer can identify on the basis of a passport, driver's license, or government-issued nondriver identification card that is current or expired not more than one year before performance of the notarial act
11. All Notarial acts will be recorded in the Notary Public's journal.