

## **Sanger Public Library Notary Service Policy**

### **Purpose**

The Sanger Public Library provides basic notary public services by appointment to the public.

### **1. Policy**

- 1.1 Sanger Public Library Notaries will only verify the identity of the signer and their signature on the document.
- 1.2 Notary services are available by appointment only. Notary service cannot be guaranteed to people who do not make a reservation.
- 1.3 Fees - \$6.00 for the first signature, \$1.00 additional signatures
- 1.4 Notaries are not attorneys and are not permitted to prepare, draft, select or give advice concerning legal documents.
- 1.5 Library staff cannot serve as witnesses.
- 1.6 Customers must provide their own witnesses. Witnesses will NOT be provided by the library.
- 1.7 Solicitation of library patrons to be witnesses is NOT permitted.
- 1.8 Witnesses must have personal knowledge of the individual requiring the notarization and witnesses must provide appropriate and valid photo identification and must be physically present.
- 1.9 No more than 3 documents can be notarized per appointment.
- 1.10 The library does not provide free copies of notarized documents. If multiple notarized copies are needed, the requestor must bring multiple original documents for notarization. Any additional copies made after notarization will be subject to the library's standard printing/copying fees.
- 1.11 Notary services are offered at the library's discretion and are not a primary or overriding library responsibility. Library notaries may, as the situation requires, leave a notarization in progress to attend to library needs.

### **2. Requirements**

- 2.1 Provide a current, valid, unexpired, government issued photo ID. A Driver's license in preferred.
- 2.2 Unacceptable Forms of Identification:
  - 2.2.2 Social Security Cards
  - 2.2.2 Birth certificates
  - 2.2.3 Credit cards
  - 2.2.4 Credible witnesses
  - 2.2.5 IDs, Visas, or Passports from countries other than the United States
- 2.3 Name printed on ID must be an exact match for the Signer's name.
- 2.4 Notarization may only be performed for Texas residents.
- 2.5 Expired identification will not be accepted.
- 2.6 Notarizations must be made in-person and the physical presence of the Signer is required.
- 2.7 Document(s) must be in English.

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- 2.8 Notaries must be able to view the entire document to notarize it, please bring all pages of the document.
- 2.9 Document(s) must have a space marked clearly for the notary to sign and stamp. Notarizations cannot be handwritten onto documents.
- 2.10 You are responsible for understanding your document before it is notarized, including where to sign or initial. The notary is not permitted to provide guidance on how to complete the document.

### **3. Notary Service is not available for:**

- 3.1 Online documents or provide online notarization.
- 3.2 **Library notaries will not translate documents.** A notary and the person seeking notarization must be able to communicate directly with each other in a shared language.
- 3.3 Library notaries are not permitted to make use of a translator to communicate with an individual seeking notary service.
- 3.4 Certain situations and documents are best handled by law offices or realtors; therefore **we do not notarize the following:**
  - 3.3.1 Verbal oaths, affirmations, or depositions.
  - 3.3.2 Birth certificates, death certificates, or marriage license
  - 3.3.3 Deeds, property, mortgages or other real estate closing documents, power of attorney, depositions, wills, living wills, living trusts, codicils, documents related to estate settlement.
  - 3.3.4 Documents of conveyance (transfer of title or deed)
  - 3.3.5 Texas notaries are not permitted to notarize, certify, or verify publicly recorded documents or photocopies/copies of public record documents including birth certificates, death certificates, and marriage licenses/certificates, passports, visas, diplomas, etc. These documents are considered certified copies and must be obtained by your County Clerk's office.
- 3.5 Business documents or documents for any business organization.
- 3.6 I-9 (Employment Eligibility Verification) form

### **4. Disclaimers**

- 4.1 The Library, Library staff and notary assume no responsibility for transactions or events related to notarized documents.
- 4.2 A notary public may not give legal advice or prepare legal documents.
- 4.3 Notary will decline service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library.
- 4.4 Notary and the Library may, for any reason, decline to provide notary services.