



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

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).



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

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.