

# CUSTOMER POLICIES

## NOTARY PUBLIC SERVICES

### Board Policy:

**DATE REVIEWED: 04/25/2024**  
**DATE APPROVED: 04/25/2024**  
**EFFECTIVE DATE: 05/01/2024**  
**REPLACING POLICY EFFECTIVE: 00/00/0000**

Columbus Metropolitan Library (CML) may provide free, basic notary services to customers by a notary public employed by CML. Qualified employees are in their individual capacities as notaries commissioned by the Ohio Secretary of State's office and such individuals reserve the right to refuse notary services.

### Administrative Procedure:

**DATE REVIEWED: 04/25/2024**  
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- A. Notary services are offered in person at select library locations by appointment. Notary service may be unavailable without an appointment.
- B. All parties involved in the notarization process, including witnesses, must provide at least one valid form of photo identification such as a US passport, valid state ID, valid drivers' license, military ID card, etc. The notary may decline to notarize a document when this requirement is not fulfilled.
- C. Documents to be notarized must be filled out except for the signature. Documents must be signed in the presence of the notary.
- D. Notaries may not provide legal guidance or opine on documents to be notarized.
- E. If required, customers must provide their own witness, as CML will not provide one for them.
- F. CML will not provide notary services for documents involving complexity or specialized expertise that is beyond the scope of the basic notary services offered by CML, including, but not limited to:
  - Real estate documents such as mortgage closing documents
  - Deeds
  - Wills, living wills and codicils
  - Trusts
  - Powers of attorney
  - Certification of "true copies" of documents
  - Form I-9 and/or other Employment Eligibility Verification documents

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G. The following are examples of documents for which notary services can typically be provided by CML. This is not an exhaustive list.

- State of Ohio vehicle titles
- Driving affidavits
- Retirement documents
- Proof of Residency for school districts
- Separation or divorce documents
- Name change documents

**Related Policies/Forms:**

- Fees for Library Materials and Services