

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: 03/18/2025
DATE APPROVED: 03/18/2025
EFFECTIVE DATE: 04/03/2025
REPLACING POLICY EFFECTIVE: 05/01/2024

- 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 form of identification. Acceptable forms of identification include a passport, driver's license, government-issued non-driver identification card, or other form of government-issued identification with the signature or photograph of the bearer. Identification must be current or expired no more than three years prior to the date of service. 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

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- Certification of “true copies” of documents
- Form I-9 and/or other Employment Eligibility Verification documents

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