



Samuels Public Library

Samuel Public Library is pleased to offer free, limited Notary Public services.

- Customers seeking Notary Service should call the Library at 540-635-3153 prior to their visit to ensure a Notary is available.
- Notary Service is not guaranteed.
- Notary Services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the notary may ask the person(s) to wait while the Notary attends to a patron at the desk, takes a telephone call or tends to other library matters.
- Notaries cannot provide legal advice or counseling regarding your documents.
- Notary Service is provided on a first-come, first-serve basis.
- Valid government -issued photo identification is required of any customer seeking Notary Service
- Notary Service is limited to three (3) documents per person per day.
- The Notary will only attest to documents signed in his/her presence.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. Library Notaries may not notarize any document with blank spaces.
- Documents in any language other than English will not be notarized at this facility.
- Notary Service is **NOT** available for Deeds, Mortgages, Wills, Living Wills, Living Trusts, Codicils or Depositions, as these types of documents can require technical or legal knowledge that is beyond the scope of this free service. We are also unable to notarize copies of vital records (ie, birth, marriage, death certificates, etc.).
- Form I-9 does not require notarization. Samuels Library does not serve as an Employer's Authorized Representative for any business or organization, and is unable to assist with completion of this document.
- In situations where a witness is required the Library will not provide witnesses and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.
- The Notary and the customer seeking notarization must be able to communicate directly with each other. The Library Notary is not permitted to make use of a translator to communicate with a Notary Service customer.
- Notaries will not provide 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. In this event, the Library Notary may at his/her sole discretion, decline to provide Notary Service.
- Library Notaries may decline to provide notary service in situations that do not comply with the provisions of this policy.