

## **Crawfordsville District Public Library**

### **Notary Public Policy**

Adopted: 3/12/2020

A notary public is a public officer of the state, authorized by law to certify documents, take affidavits, and administer oaths. Notarization is important as an attestation that the signature or signatures on a document have been witnessed and the parties have been identified by an impartial public official.

Crawfordsville District Public Library offers notary public services, in accordance with Indiana Code 33-42-2-5, for the benefit of the residents of our communities. The following guidelines will be followed in providing this service:

- Notary service is provided free of charge by the Crawfordsville District Public Library. In lieu of fees, donations to the Library are welcomed.
- This service is subject to the availability of the notary public(s) on staff, and is provided on a first-come, first-served basis.
- This service will be performed only in the library or museum buildings, unless arrangements are made with a homebound patron of the library.
- Documents in any language other than English will not be notarized.
- People seeking notary service must present valid photo identification, such as a driver's license, passport, or current employee ID.
- Documents to be notarized must be signed in person in the presence of the notary who will certify the signature.
- In accordance with Indiana notarial law, notaries will not provide service if the customer, a document, or circumstances raise any concern of authenticity, ambiguity, doubt, or uncertainty. In that event, the notary may, at the notary's discretion, decline to provide notary service.
- The notary public is not an attorney, and the notary may not give legal advice or accept fees for legal services.
- A notary commission is held personally by the notary public. The notary shall correctly maintain a journal of all notarial acts that the notary performs. The stamp, journal, and commission belong to the notary and must be safeguarded in order to prevent forgeries or other misuse.
- Any library employee who wishes to serve as a notary public and provide notarial services as a service at the library, shall be eligible for reimbursement of the registration and processing fees, as well as payment of the notary's surety bond.

- If the library pays for a notary's bond, even if the employee leaves the employ of the library, the library cannot convert the stamp and journal, nor can the library cancel the bond.