

**NOTARY PUBLIC SERVICE GUIDELINES
WINDER PUBLIC LIBRARY**

We offer same-day service pending availability of the notary public. Calling ahead at 770-867-2762 is recommended. Fees are \$2.00 per document that requires notarization.

Notary Public Service Eligibility Checklist:

- Are all documents requiring notarization unsigned? Do not sign the document(s) you are having notarized. Documents must be signed in front of the notary to be valid.
- Do you have a valid form of ID for each person signing document(s)? Current driver's license, state-issued ID, US Passport, US military ID, or US Permanent Resident Card (Green card). International driver's licenses and/or international ID cards cannot be accepted.
- Are all people required to sign document(s) present?
- Is the document complete (all pages present), and filled out?
- If witnesses are required, have you brought those witnesses with you? You must bring required witnesses with you. Witnesses must bring valid photo identification.

You may not solicit library staff or patrons to witness your documents.

If you've answered YES to all of the above, then have library staff notify the notary public.

Library Notaries Cannot Notarize or Certify True:

- Form I-9 Employment Eligibility Verification
- Birth, death, or marriage certificates
- Passports, driver's licenses, or any similar document
- Wills, trusts, and real estate closings
- Documents in languages other than English
- Post or pre-dated documents
- Certain financial documents. Call in advance if you have questions.

Other Guidelines:

- Library notaries reserve the right to refuse service if the document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty.
- Library notaries may decline to notarize a document if they are uncertain of the identity or mental capacity of the signer.
- Library notaries and the individual whose document is being notarized must be able to communicate directly with each other. Translators are not permitted.
- Library notaries can only offer basic services. For requests outside our notaries' experience or expertise, we may refer you to another provider such as your local bank and/or a local UPS.

A notary public is not duly trained or certified to practice law. Therefore, notaries are unable to provide assistance in prescribing or determining the particular document a patron may need; selecting the type of notarization or certificate for a given document; preparing a document or giving advice on how to fill out, draft, or complete a document; or providing legal counseling or advice in a legal matter that may or may not involve a notarial act.

All applicable Georgia laws apply to notary public services offered at the Winder Public Library.