

## **Amherst Public Library Notary Public Service Policy**

The Amherst Public Library offers free limited Notary Public services for the benefit of the community. Appointments are not required, but it is recommended that patrons call the library at (440) 988-4230 in advance to verify that a notary is available. Online notary services are not available.

### **Guidelines:**

- **Do not** sign documents you need to have notarized.
- Bring a valid form of photo identification for each person signing the document(s).
- If your document requires more than one witness you must bring the additional witness with you. Witnesses must know you personally and must also have valid photo identification. Library staff and patrons cannot serve as witnesses.
- Library notaries offer only **basic** services. For complex requests or requests outside the notaries' experience/expertise you may be referred to another provider.
- Our notaries reserve the right to decline service in cases that raise any issue of doubt.

### **Documents we will not notarize:**

- Real Estate
- Wills
- Homeland Security I-9 Forms
- Documents written in languages other than English
- Auto titles without buyer address and name (State law requires this section is completed **regardless of circumstance**)
- Ohio notaries cannot certify documents. We will not certify copies of birth, marriage, death, divorce or naturalization certificates.

Notaries adhere to the Ohio Revised Code: Section 147

Adopted by the Amherst Public Library Board of Trustees 8/11/2025

Resolution # R-15-8-5

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Resolution # R-19-10-4