

RITER C. HULSEY PUBLIC LIBRARY NOTARY SERVICES POLICY & PROCEDURE

The Hulsey Public Library offers basic notary services to the community for a fee of \$6 for the first signature and \$1 per additional signature. Maximum 3 documents.

Notaries cannot help prepare, draft, select, or give advice concerning the document being notarized. The notaries are prohibited by law from giving legal advice or providing assistance in preparing legal documents. Notaries verify the identity of the signer and their signature on the document, and nothing else.

Notaries may decline to perform a notary service at their own discretion if the signer, document, or circumstances of the service request raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Notary.

Requirements:

- All signers must bring a valid photo ID to the appointment.
- By appointment only. Appointments may be booked ONLINE only at <https://hulseypubliclibrary.simplybook.me/v2/>
- Your document must have a space marked clearly for the notary to sign and stamp. Notarizations cannot be handwritten onto documents.
- Every signer for the document must be present in person at the appointment.
- You are required to bring your own witnesses. The Notary and Library staff cannot serve as witnesses, and solicitation of library patrons to be witnesses is not permitted.
- Witnesses cannot have a beneficial or financial interest in the document.
- Original documents must be in a language that the Notary speaks; English or Spanish.
- Signatures must be made in the presence of the notary. Documents that have already been signed cannot be notarized.
- No more than 3 documents can be notarized per appointment.
- Notaries must be able to view the entirety of the original document to notarize it, bring all pages to the appointment.
- You must understand your own document before notarizing it (knowing where to sign or initial, etc). The notary cannot advise you on how to fill out the document.
- City of Terrell, Riter C. Hulsey Public Library, library staff, and Notary assume no responsibility for transactions or events related to notarized documents.
- Notarizations will not be scheduled within 15 minutes of the library closing.
- Regular library printing services may be utilized to print documents that need to be notarized. Printing is subject to the library's usual printing fees and limitations.

Restrictions:

Hulsey Public Library notaries cannot notarize the following:

- Codicils (documents that amend wills)
- Depositions
- Estate settlement documents
- I-9 Employment Eligibility Verification Forms
- Living Wills
- Public record documents or photocopies of documents (examples, but not limited to birth certificates, diplomas, house titles, marriage documents, passports, or visas)
- Transfer of title or deed (conveyance documents)
- Trusts
- Wills

Our notaries reserve the right to refuse to notarize any document for any reason.

Valid forms of ID:

- US state-issued photo ID (such as a driver's license). The name printed on the ID must be an exact match for the Signer's name.
- United States passport book
- US work visa
- State-issued gun license
- US military ID.

Invalid forms of ID:

- Expired IDs
- US Passport Cards (invalid due to no signature line)
- Social Security cards
- Birth certificates
- Credit cards
- IDs, visas, or passports from countries other than the United States
- The library is unable to notarize using credible witnesses
- We cannot accept copies of IDs or temporary IDs.