

BOLIVAR COUNTY LIBRARY SYSTEM

NOTARY SERVICES

The Bolivar County Library System offers Notary Public services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service:

- Notary Services are available at no charge at our Robinson-Carpenter Memorial Library branch in Cleveland, Mississippi. A Library Notary is generally available Monday through Friday from 9 a.m. until 4:30 pm. Although an appointment is not required, you may call the library at (662) 843-2774 beforehand to ensure that a Library Notary will be available. A Library Notary is not guaranteed to be available at all times.
- Notary Service is provided on a first-come, first-serve basis.
- Notary Service is limited to three (3) documents per person, per visit.
- Documents in any language other than English will not be notarized.
- A Library Notary will witness a person signing a document or signing a sworn statement on a document. A Library Notary certifies that:
 - The signer of the document appeared before the Notary
 - The Library Notary positively identified the signer, and
 - The signer both acknowledged the signature as their own, and that the signature was made willingly.
- The documents to be notarized should be completely filled out, leaving no blanks other than where the patron will sign the document, before appearing before the Library Notary. **DO NOT SIGN THE DOCUMENT IN ADVANCE.** Library Notaries may not notarize a signature on a blank or incomplete document or on a document without notarial certificate wording.
- Library Notaries must have satisfactory evidence that the person executing the document(s) is the person described in the instrument. The person who will sign the document must provide the Notary with at least one valid form of identification. The Notary may decline to notarize a document if the signer cannot provide valid identification. Acceptable forms of identification are: 1) A valid photo identification or passport issued by a United States governmental agency; 2) a valid driver's license from any state in the United States that includes a picture and a signature; 3) a valid non-driver's photo identification card from any state in the United States that includes a picture and a signature; or 4) a United States Military identification card.
- **Notaries cannot provide legal advice or assist in document preparation.**
- The Bolivar County Library **will not** provide witnesses, and witnesses may not be solicited from among other patrons. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present a valid photo identification.
- **Notary Services are NOT available for:** Deeds; property, mortgages or other real estate closing documents; wills; living wills; living trusts; codicils; depositions; birth certificates; marriage license; I-9 forms; powers of attorney; documents that require an electronic signature; documents in a language other than English; or Corporate/Business documents. Notary services are for individuals only.
- **Library notaries reserve the right to decline services should the circumstances surrounding an appointment raise any doubt regarding their legal obligations.** Notaries will not provide service if the patron, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.
- Certain public documents cannot be copied and notarized. Examples are birth certificates, death certificates, marriage certificates, and passports.
- Library Notaries cannot certify true copies of vital records and documents.
- The Notary and the patron 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 patron.