Portage District LIBRARY

12/2025

Notary Public Policy

I. Purpose

Notary services will be provided at the Portage District Library ("Library") in accordance with the laws of the State of Michigan.

II. Onsite Availability

Notary services will be available in accordance with the laws of the State of Michigan. Only Library employees who hold a valid State of Michigan notary commission will be able to provide notary services. Notary services are available only onsite and by appointment. The Library does not guarantee the availability of notary services at any time.

III. Fees

There is no charge for notary services for residents of the library district and paying non-resident library cardholders. All others will be charged a $10.00 fee per appointment.

IV. Required Documentation

Patrons must provide:

A. The completed, unsigned, document(s) to be notarized.

B. A valid, unexpired state ID, federal ID, or other government ID with signature and photo (accepted forms of ID include the following: driver's license, state ID card, US military ID, or US passport)

C. Witnesses, if required, who must personally know the person whose documents are being notarized, and who can provide valid photo identification.

V. Exclusions

A. Documents the Portage District Library will not notarize:

i. Documents that are already signed

ii. Documents with blank pages, documents or pages not filled in, pages not related to the body of the document, or pages in a language other than English

iii. Blank documents

iv. Homeland Security I-9 Forms

v. Real estate documents, such as closing documents, mortgages, and deeds

vi. Trust and estate planning documents such as trusts, living wills, wills, and codicils

vii. Documents written in any language other than English

B. Notaries cannot certify or notarize that a document/record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.

C. The notaries retain the right to refer patrons elsewhere if they doubt the validity of the document(s) they are being asked to notarize or are uncomfortable with the person or persons signing the document(s).

VI. Compliance with Michigan Law

A. The notary will maintain a journal in which each transaction will be noted, along with the identification provided.

B. Notarizing a document does not constitute a legal review of the document's content. A notary public may refuse to perform a notarial act at any time, for any reason (MCL 55.285(8)).

C. Notaries adhere to the Michigan Law on Notarial Acts, 2003 PA 238:

i. Notaries cannot give professional advice on legal matters pertaining to notarizing documents.

ii. The notaries cannot act as a witness to and notarize the same document. The Library will not provide witnesses and witnesses may not be solicited from other patrons using the library. To serve as a witness, the witness must personally know the person whose documents are being notarized and must also provide valid photo identification.

iii. Notaries are not permitted to make use of a translator to communicate with a notary services patron.

iv. Documents to be notarized must be signed in person, in front of the notary who will certify the signature.