



## **Notary Services Policy**

Romeo District Library has employees who hold a valid State of Michigan notary commission, and are available to notarize documents in accordance with Michigan law.

Please call first to see if a staff member who is a Notary is available. The library cannot guarantee a Notary will be available for walk-ins.

There is no charge for this service.

Romeo District Library Notaries are regulated by Michigan law.

Bring completed, UNSIGNED document(s); a witness or witnesses if necessary for your document (library staff members or patrons cannot serve as witnesses unless they know you personally); a valid, unexpired government-issued ID such as driver's license, passport, or military ID.

The following will not be notarized

- Documents that are already signed
- Documents with blank spaces or pages, other than the signature lines
- Trusts
- Homeland Security I-9 forms
- Real Estate Transactions
- Michigan Vital Records – those are done only by State Officials
- Documents written in a language other than English

Romeo District Library Notaries may decline to provide notary service for any reason.