

Notary Services Policy

The LaRue County Public Library (LCPL) offers basic notary services to community members free of charge.

A Notary Public is an impartial witness to an individual signing a document. A Notary Public is not an attorney and may not help customers fill out legal forms, offer legal advice, or translate any legal documents.

LCPL notary guidelines are as follows:

- Notary services are offered at the library's discretion and are not a primary library responsibility.
- Notary services are generally available Monday – Friday from 9:00 A.M. - 4:30 P.M. and subject to the availability of the Notary Public.
- Notary service is provided on a first-come, first-serve basis.
- Notary service is limited to three documents per person, per visit.
- The Notary Public may, at their discretion, decline to provide notary service.
- Photo identification for all signers and witnesses is required. The following types of photo I.D. are acceptable if they are VALID (not expired):
 - Driver's license or state identification card
 - U.S. passport
 - Other U.S. government issued identification card that includes a picture and signature
- All signers must be present at the time of notarization.
- The notary will only attest to documents in their presence.

- Witnesses will not be provided by the library, nor may witnesses be obtained from general library patrons. Witnesses must have personal knowledge of the individual requiring the notarization and witnesses must provide appropriate and valid photo identification.
- Documents presented must have the “notary block” included.
- Documents in a language other than English will not be notarized.
- 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 for the library.

Notary service is not available for:

- Documents that require additional legal knowledge including wills, mortgages, depositions, etc.
- Public record documents or photocopies of public record documents including birth certificates, death certificates, and marriage licenses.
- I-9 (Employment Verification Form).