

## **Allegan District Library Notary Public Policy**

The Allegan District Library offers notarization services. A notary public acts as an official and unbiased witness to the identity of persons who come before the notary. Please follow these rules in order to have your documents notarized:

1. Do not sign your documents before coming into the library. The notary public must witness your signature.
2. You must present your state driver's license, passport, or state identification card at the time of notarization.
3. If your document requires witnesses, you must provide your own witnesses. The library cannot guarantee enough staff would be available to act as a witness.
4. There is no charge for members in good standing. For nonmembers, the fee for notary services is \$10 per appointment.

We ask that you make an appointment for notary services. Please call 269-673-4625 to inquire for notary availability.

Approved December 15, 2015