

## Waterloo Public Library - Notary Policy

The Waterloo Public Library has staff commissioned by the Iowa Secretary of State to serve as notaries to the public in accordance with the [Iowa Code Chapter 9B](#) and rules in 721 - Chapter 43.

Notarization of documents will not prove the truthfulness of statements contained in a document, legalize or validate the document, or by itself protect a person's rights to their artistic creations or inventions. Notaries on staff act as impartial and unbiased witnesses and reserve the right to refuse to notarize any document for a person.

Notary service is available free of charge on a drop in basis and is subject to staff availability. It is recommended that you call ahead to confirm hours and availability of notary service.

Additionally:

- All document signers must personally appear before the notary with a current and valid government-issued photo identification, demonstrate competency, and willingness to sign.
- Notary staff must be allowed to make an entry of the notary act in the Library's notary journal.
- The person who will sign the document must be sure that the document is completely filled out-leaving no blanks other than where the customer will sign the document-before appearing before the Library Notary. Library Notaries may not notarize any document with blank spaces.
- Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or Notarize documents in which they have a personal interest.
- The library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally

know the person needing the service of the Notary. This individual must also provide valid photo identification.

- The information must be clearly written. The Library Notary and the customer requesting Notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting Notary services.
- Notary service is not available for I-9 forms, Deeds, Wills, Power of Attorney, Living Wills, Living Trusts, Codicils or, Depositions.
- Certain public documents cannot be copied and/or Notarized such as Birth Certificates, Adoption Records and/or Marriage Licenses.
- Notaries will not provide service if the customer, the document or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library.
- Should a problem appear/occur, the library notary may at his/her sole discretion, decline to provide Notary service.

Reviewed by Board of Trustees. 05/16/2019

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