

Bay County Library System Notary Policy

The Bay County Library System offers basic notary service as a courtesy. There is no charge.

It is highly encouraged that anyone needing notary service call the library prior to the visit to ensure that a notary is available. Both the Sage (989)892-8555 and Wirt (989)893-9566 libraries have notaries on staff.

A valid, unexpired ID is required of all persons seeking notary services – accepted forms of ID include driver’s license, state ID card, US military ID, or US passport.

The patron must provide the completed, unsigned document(s) to be notarized. Documents must be signed in front of the notary.

If a witness or witnesses is/are required, the patron must provide them. Witnesses must personally know the patron and provide a valid form of ID. Patrons may not ask staff or other patrons in the building to act as witnesses.

The library does not notarize:

- Documents that are already signed
- Documents with blank spaces
- Trust and estate planning documents such as trusts, living wills, wills, and codicils
- Real Estate Transactions – Mortgages, Deeds, Closing Documents, etc.
- Michigan Vital Records – Birth, Death, Marriage, Divorce
- I-9 Employment Eligibility Verification Forms
- Documents written in a language other than English
- Affidavits and depositions
- Documents for patrons who cannot communicate with the notary, even if the patron brings along a translator.

We cannot:

- Certify or notarize that a document/ record is an original or true copy of another record
- Give legal advice or explain documents
- Emboss or place a Medallion on a document.

Library notaries may, at their sole discretion, decline to provide notary service at any time and for any reason. Library notaries are unable to perform notary services outside of the library building, or outside of regular library hours. Library notaries maintain a journal in which each transaction is noted, along with the identification provided.