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Upper Sandusky Community Library Notary Policy

Adopted by the Board of Trustees

Date: April 11, 2024

- It is recommended that the signer call ahead to confirm the notary is available and the document is able to be notarized here.
- Must have valid Photo ID
- Notary 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.
- ALL information must be completed prior to having a notary meet you. Notary may not notarize any document with blank spaces.
- Only UNSIGNED documents will be notarized.
- USCL will not provide witnesses. If the document requires witnesses, the signer must bring them.
- The notary will NOT notarize:
 - Real Estate Transactions
 - Quitclaim Deeds
 - Corporate Documents
 - Documents requiring an electronic signature
 - Foreign Passport or Visa Applications
 - Any document in a language other than English