

Title: Notary Public Policy

Effective Date: 8/2007

Authorized By: Library Board of Trustees

Date of Last Revision: 8/21/24

“A Notary Public is a public officer of the state, authorized by law to certify documents, take affidavits, and administer oaths. Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official.” Indiana Secretary of State, Connie Lawson.

The Huntington City-Township Public Library offers Notary Public services for the benefit of the residents of our communities. The following guidelines will be followed in providing this service.

1. Notary service is provided free of charge by the Huntington City-Township Public Library.
2. This service is subject to the availability of the Notary Public on staff.
3. Notary service is provided by appointment. Walk-in service may be available but is not guaranteed.
4. Documents in any language other than English may be refused at the discretion of the Notary.
5. The Notary may, at his or her discretion, decline to provide notary service.
6. Regular Notary service will be provided only in the library building. Outreach programs may be planned at the discretion of the Notary and the Outreach Specialist.

The Library Director or Library Board may decide to discontinue notary service at any time if the service is no longer feasible or if no staff member is a certified Notary Public.