

Greeneville/Greene County Public Library

POLICY ON NOTARY SERVICES

Notary Public services are available at the Greeneville/Greene County Public Library for the nominal charge of \$5.00 per notary stamp. A notary public is not duly trained or certified to practice law. Therefore, the notary is unable to provide assistance in prescribing or determining which particular document a patron may need; selecting the type of notarization or certification for a given document; preparing a document; or giving advice on how to fill out, draft, or complete a document. The notary is not an attorney licensed to practice law and may not give legal advice. The notary service is intended for simple documents that do not require special expertise.

Some commonly notarized documents include:

- Sworn Statements
- Powers of Attorney
- Deeds of Trust
- Rental Agreements
- Copy Certifications
- Beneficiary Designations for Retirement Accounts
- Promissory Notes

The Greeneville/Greene County Public Library will not provide notary service for the following documents:

- Wills
- Home Mortgage or Refinancing Documents
- Employment Eligibility Verification
- Homeland Security I-9 Forms
- Auto Titles without the buyer's name and address
- Documents written in a foreign language
- Handwritten Documents
- Any Document that the notary is not comfortable notarizing

If the document(s) being notarized require witnesses, the patron requesting the notary service must provide their own witnesses. Library staff will not act as witnesses for notary services, nor shall library patrons be solicited to act as witnesses.

Additionally, no weddings will be officiated by Greeneville/Greene County Public Library staff.

While notary service is available at the Greeneville/Greene County Public Library, not all staff are notaries. Patrons should call ahead at 423-638-5034 to ensure the availability of the notary and to ensure that the document in question falls under the library's notarization policy.

All notarizations require that the signer of the document(s) appear in person at the library and present the following documents:

1. A valid and unexpired photo ID from the following list

- State issued driver's license or official non-driver's ID
- U.S. Passport
- Foreign Passport
- Permanent U.S. Resident Card
- U.S. Military ID

(Temporary paper IDs are not acceptable and IDs must show the document signer's current name.)

2. The completed document the person wishes to notarize

3. If applicable, any other individuals (with proper ID as listed above) who will also be signing the document.