

DAVENPORT PUBLIC LIBRARY

Notary Service Policy

STATEMENT OF PURPOSE

Davenport Public Library provides notary services at all three library locations during most open hours. This service supports The Library's mission, offer a vital free service to the community, and welcome new patrons to explore all The Library has to offer. The Library views notary service as an extension of its commitment to exceptional customer service.

SCOPE

This policy applies to all employees designated as Notaries Public and governs the provision of notary services to the public

PROVISIONS

1. Library employees providing notary services must follow the Iowa Secretary of State's Handbook for Iowa Notaries Public and any relevant laws.
2. A Notary Public verifies:
 - 2.1. The identity of the person signing the document.
 - 2.2. That the signature was made voluntarily and without coercion.
3. Notarization does not:
 - 3.1. Verify the truthfulness or accuracy of the document's contents.
 - 3.2. Make a document legal or validate its legal effect.
4. Library notaries do not notarize:
 - 4.1. I-9 forms.
 - 4.2. Handwritten documents.
 - 4.3. More than five documents per visit.

PATRON RESPONSIBILITIES

5. Patrons requesting notary service must:
 - 5.1. Present a valid photo identification.
 - 5.2. Ensure all signers are present. *Library staff cannot act as witnesses.*
 - 5.3. Provide the correct Notarial Certificate. *Staff are not permitted to advise on certificate selection.*
 - 5.4. Complete all document fields before notarization. *Documents containing blank spaces cannot be notarized.*