**LINCOLN COUNTY LIBRARY DISTRICT**

**NOTARY POLICY**

The Siletz Public Library of the Lincoln County Library District provides Notary Public services for the benefit of the residents of our community and adheres to the highest standards of competence and responsibility in providing Notary Public services. The staff of the Siletz Public Library are public employees and notarization records are subject to public records disclosure laws when notarizing is performed at the Siletz Library. It is highly recommended that patrons seeking Notary Service call the Library at (541) 444-2855 prior to their visit to ensure that a Notary is available.  Notary Services are not available in the fifteen (15) minutes prior to the time of closing.  Notary Service is provided on a first-come, first-serve basis as the librarian/ Notary has time.

* The charge for Notary service is $2.00 per notarial act. These fees are posted at the Siletz Public Library per OAR 160-100-0400.

**User Responsibilities**

* Valid government-issued photo identification is required of any person seeking Notary Service. The following types of identification may be used, if they are current or expired not more than three years before performance of the notarial act.
* **A driver license,** ID card issued by the DMV, learners permit, provisional or limited term driver license. (Temporary (interim) driver license or temporary ID cards are only good for 30 days.)
* **A United States passport or an officially recognized passport of a foreign country**. A United States passport refers to either a U.S. passport or a U.S. passport card issued by the U.S. Department of State.
* **A United States military identification card** that contains the person’s photograph and signature.
* **A Tribal ID card** issued by a federally recognized Indian tribe that contains the person’s photograph and signature.
* **Other government documents.** A document issued by the federal government or a state, county, or local government that contains the person’s photograph and signature.
* **Matricula consular IDs** are **not** acceptable identification in Oregon.
* ​All documents must be signed in the presence of the Notary.
* All document signers must personally appear before the Notary.
* Documents presented must have a complete and accurate notary block.

Witnesses will not be provided by the Library and witnesses may not be solicited from patrons using the Library.   In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

**Limitations**

* Documents in any language other than English will not be notarized at this facility.
* Library Notaries are not permitted to make use of a translator to communicate with a person seeking notarization.
* The Library is NOT able to notarize the following documents:
	+ Wills, Living Wills, Living Trusts or codicils
	+ Deeds
	+ Mortgages, closing documents, or bank loan-related documents
	+ Foreign language documents or foreign currency transactions
	+ Depositions
	+ Divorces
	+ Form I-9’s
	+ Photographs
* Certain public documents cannot be copied and notarized.  Examples of these are birth certificates, death certificates, and marriage certificates. The Notary cannot attest to true copies of passports, driver’s licenses, etc.
* Notaries 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.
* In accordance with Oregon Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raises the issue of authenticity, ambiguity, doubt or uncertainty for the Library.  In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.

**Notary Responsibilities**

* The Notary will ensure that the signer understands the title of the document and is signing freely and willingly.
* Notaries Public in this Library shall correctly maintain a Notary journal of all notarial acts they perform. Notary Journals will be maintained in a secure and confidential manner. Lost Notary Journals or Stamps must be reported to the state within 10 days.
* The Notary will establish the identity of each signer through personal knowledge or with identification documents.  Identification documents must have both a photo and signature.
* The Notary must complete a training class and pass the State’s Notary Public examination. The term for a Notary Commission is 4 years.
* Updating the Notary Commission is the responsibility of the Notary Public.
* The Notary is required to inform the Oregon Secretary of State’s office within 30 days of name or address changes.