

Limited Notary Public Service

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The Owen County Public Library offers limited notary public services to community residents at no charge. A member of staff appointed by the Secretary of State to perform notarial acts within the Commonwealth of Kentucky may perform certain notarial acts at no charge. The staff member is available by appointment, and at other times in the sole discretion of the Library. Although the Library is offering this service to community residents, the following guidelines shall be followed at all times:

- The library will not notarize the following items:
 - o Titles for any vehicle transfers. (Including but not limited to cars, boats, and motorcycles.)
 - o Any estate planning documents (Including but not limited to Power of Attorney, Living Will, or Will)
- The notary public shall have the sole discretion to refuse to notarize any document presented for notarization.
- Valid photo identification is required of any person seeking notary service.
- The notary public shall not pre-date or post-date an action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- The library will not provide witnesses, 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.
- Since the notary public must be able to read and understand what he or she has been asked to notarize, documents in any language other than English will not be notarized at the library.
- Certain public documents cannot be copied and notarized. Examples include birth certificates, death certificates, and marriage certificates.

The notary public will not provide service if a patron, document, or circumstance of the request for notary service raises any issue of authenticity, ambiguity, doubt, uncertainty, or a health risk. In this event the Library staff member may, at his or her sole discretion, decline to provide notary service.