

METROPOLITAN LIBRARY SYSTEM

NOTARY PUBLIC SERVICE

Metropolitan Library System offers Notary Public Services for the benefit of the Oklahoma County residents. Service as a notary is voluntary. Training is not provided on how to be a notary. A certain amount of liability resides with being a notary, which could include court testimony or fees. While the notary is employed with MLS, the Library will provide paid time to appear in court to testify on a notarization performed while on the clock. Any court time or fees incurred after leaving employment will not be covered even if the notarization occurred while on the clock. The following guidelines will be followed in the provision of Notary Services:

- Notaries may be available during the Library's hours of operation. Notary service may not be available one-half hour or (30) minutes prior to the time of closing.
- Customers seeking Notary service should call the Library prior to their visit to ensure that a Notary is available.
- Notary Service is provided on a first-come, first-served basis, however, if you need to make an appointment staff may do that, during the hours they work.
- Valid photo identification is required of any customer seeking Notary service.
- Notaries must add notary entry into the book provided. (Date | Customer name | type of ID reviewed| Type of document notarized | Your name)
- Notary service may be limited to three documents per person, per visit.
- The Library will not provide witnesses and witnesses may not be solicited from customers using the Library. To serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of a valid photo identification.
- Oklahoma law requires that a Notary must be able to read the documents to be notarized. Notaries cannot notarize documents written in languages unfamiliar to them.
- Oklahoma Law requires that a Notary and the customer seeking notarization must be able to communicate directly with each other. Notaries are not

permitted to make use of a translator to communicate with a Notary service customer.

- Notary service is not available for documents which require technical or legal knowledge beyond the scope of what the notary understands. See list below:
- Some examples of what we do not notarize:
 - Real Estate Transactions (Mortgages, refinance, Deeds)
 - I-9 Forms
 - Online Forms
 - Living Wills, Living Trusts, Last Will and Testament
 - Powers of Attorney
 - Adoptions
 - Medical documents
 - Titles
 - Depositions

- Although the notary cannot attest to true copies of passports, driver's licenses, etc., the notary will issue a notarized Affidavit of True Copy which places the responsibility on the person making the copy. Please be aware should the customer require a true copy of birth, death, or marriage certificates with a raised seal, these official copies must come from the appropriate agency.
- In accordance with the Oklahoma Notarial Law, Notaries will not provide service if the customer, document, or circumstances of the request for Notary service raises any issue of authenticity, ambiguity, doubt or uncertainty for the notary. In this event the Notary may, at their sole discretion, decline to provide Notary Service.
- Staff whose notary commission is paid for by the Library will not charge members of the public for their service while employed with the Library.
- If the customer is seeking Notary Service in languages other than English, or for more complex documents, these websites may be helpful:

<http://www.notaryrotary.com/default.asp>

<https://www.sos.ok.gov/notary/default.aspx>