

## **Wabash Carnegie Public Library Notary Policy**

The WCPL provides Notary Public services to the community as a service. One may contact the Wabash Carnegie Public Library at (260) 563-2972 for more information. There is a charge of \$2.00 per notary act.

### **NOTARY POLICY – WABASH CARNEGIE PUBLIC LIBRARY**

As a Notary Public, the library Director is acting on behalf of the Board of Trustees of the WCPL to provide notary services in the library according to Indiana Code 33-42-2-5. Notary services performed by the director can only be done in the library building.

A notary commission is held personally by the Notary Public. The stamp and commission belong to the notary and must be safeguarded in order to prevent forgeries or other misuse. If an employer pays for a notary's bond, the employer cannot convert the stamp and journal. Additionally, if an employer pays for a notary's bond the employer cannot cancel the bond.

The Board of Trustees recommends that a customer call the library prior to their visit to ensure the notary public service is available. The library's telephone number is 260-563-2972.

The notary adheres to the highest standards of competence in providing notary services.

The notary shall never notarize a signature without the signatory appearing personally.

The notary shall correctly maintain a journal of all notarial acts that performed.

It is the customer's responsibility to provide a witness who personally knows them and who can provide valid photo identification. The library will not provide witnesses and witnesses cannot be solicited from among library patrons.

The fee for each notarial act is \$2.00.

In accordance with Indiana notarial law, notaries will not provide service if the customer, a document, or circumstances raise any concern of authenticity, ambiguity, doubt, or uncertainty. In that event, the notary may, at their discretion, decline to provide notary service.

**The Director is not an attorney and may not give legal advice or accept fees for legal services.**

Adopted and approved by the Board of Trustees

7/14/15, 12/17/24