

NOTARY SERVICES

The Avon Lake Public Library offers free, limited notary services at the Library by appointment only. To make an appointment call 440.933.8128. Online Notary services are not provided.

Notary services are for individuals only. Notary services are intended for simple documents that do not require specialized expertise. No business documents are accepted for notary service, nor will notary services be performed for any business organization. Notary publics reserve the right to decline service.

The Notary will not provide legal advice or assistance in filling out forms. Please contact an attorney for legal advice.

To notarize, the following is necessary:

- All persons signing the document must appear in person.
- Each person signing must have a valid government-issued ID.
- The documents must be unsigned. Documents must be signed in the presence of the Notary in order to be notarized and valid.
- Information above the signature line must be filled in completely.
- Bring along any instructions provided.
- If witnesses are required, you must bring them with you. The Library cannot provide witnesses, and witnesses cannot be solicited from Library staff or patrons.

Note: In Ohio, notaries cannot certify documents, including copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates. Notaries can notarize a statement by the individual that a copy of a document is indeed a copy of the original document. This is not the same as a certified copy.