

White House Public Library
Notary Services Policy

- A no cost Notary Public Service is available at the WHPL. A notary is not duly trained or certified to practice law. Therefore, the notary is unable to provide assistance in prescribing or determining a particular document a patron may need; selecting the type of notarization or certificate for a given document, preparing a document or giving advice on how to fill out, draft, or complete a document; providing legal counseling or advice in a legal matter. The notary is not an attorney licensed to practice law and may not give legal advice or accept fees for legal advice
- While notary service is available at the WHPL, not all staff are notaries. Notary services will be provided on an appointment basis. Patrons should call ahead to ensure availability and to ensure that the document falls under the library's notarization policy.
- The person who will sign the document must provide the Notary with at least one valid form of identification. The Notary may decline to notarize a document if the signer cannot provide valid identification. Photos of identification will not be accepted. Temporary paper IDs are not acceptable. IDs must list the signer's current name
- Please bring the documents to be notarized filled out and unsigned. Signatures must be executed in the presence of the Notary.
- Documents must have a certificate of acknowledgment.
- The notary cannot pre-date or post-date any action.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates, and marriage certificates.

Acceptable forms of identification are:

- A current passport from any country, written in a language that the Notary can read;
- A valid driver's license from any state of the United States, Canada, or Mexico;
- A valid non-driver photo identification card from any state of the United States; or
- A valid United States military identification card.
- In situations where a witness is required, a library staff member may act as a witness pending availability. Individuals may NOT solicit patrons using the library to be a witness. Individuals are recommended to bring their own witness.
- Documents in languages other than English will not be notarized at this facility. Tennessee Code Annotated requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to use a translator to communicate with a Notary Service patron.

Notary Service is not available for:

- Handwritten documents
- Estate Planning Documents (Wills, Living Wills, Powers of Attorney, or Codicils)
- Deeds, Mortgages, or other Real Estate transaction documents
- Trusts
- Depositions
- Employment eligibility verification, Homeland Security I-9 Form
- Parenting plans
- Marriage certificates

Under the Tennessee Code Annotated, Notaries will not provide service if the patron, document, or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may, at their sole discretion, decline to provide Notary Service.

The Notary's role is limited to authentication of the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's contents. A Notary Public is NOT a licensed attorney. NOTARIES CANNOT PROVIDE LEGAL ADVICE OR COUNSELING REGARDING DOCUMENTS.