



Stokes Brown
Public Library

405 White Street Springfield, TN 37172

Notary Service Guidelines Policy

The Stokes Brown Public Library offers Notary Public services for the benefit of the residents of the community. The library's notary is **not** an attorney licensed to practice in the State of Tennessee. The library's notary may not give legal advice or accept fees for legal advice. The following guidelines will be followed in the provision of Notary Service:

- Notary Services are regularly available Monday through Friday from 9:30 to 4:00 only. Arrangements for other times must be made with the Notary.
- Customers seeking Notary Services should call the Library prior to their visit to ensure that the Notary is available. The Notary can be reached by calling 615-384-5123. Notary Service is not guaranteed to customers who do not call in advance to schedule an appointment.
- Valid government-issued photo identification is required of any customer seeking Notary Service.
- Notary Service is limited to five (5) documents per person, per visit.
- For existing library cardholders*, there is a charge of \$3.00 per document notarized. For non-cardholders, the charge is \$5.00 per document notarized.
**To qualify, existing library cardholders must have an account in good standing and have been cardholders for at least 3 months.*
- Documents in any language other than English will **not** be notarized at this facility.
- Notary Service is NOT available for Deeds, Mortgages, Wills, Living Wills, Living Trusts, Codicils, Depositions, Marital Dissolution Agreements, Marriages, or Parenting Plans.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage certificates. For this service, please contact the Tennessee Office of Vital Records.
- The Notary in this library shall never notarize any signature without the maker of the signature first appearing personally before the notary. Signatures must be executed in the presence of the Notary.
- In situations where a witness is required, the Library will not provide witnesses, and witnesses may NOT be solicited from customers using the library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of a valid photo identification.
- In accordance with the law, the Notary will not provide service if the customer, document, or circumstances raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library, In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.

Adopted 06/13/16, Revised 7/14/23