

NOTARY PUBLIC SERVICES POLICY

To meet the needs of the community, Beloit Public Library offers free notary public services for individuals only. The service is not available to businesses or organizations.

The service is available during open hours of the library up until 30 minutes before closing and is based on the availability of certified notary publics on staff. Appointments are not available; the service is on a first-come, first-serve basis.

The library notaries are not trained or certified to practice law. Therefore, they are unable to provide assistance in prescribing or determining the particular document a customer 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 or providing legal counseling or advice in a legal matter that may or may not involve a notarial act.

This service is not available for all documents. Documents that require technical or legal knowledge are beyond the scope of this simple, free service and cannot be notarized. Library notaries reserve the right to decline service if the document(s), identification, or other circumstances of the request for notary service raise any issue of authenticity, ambiguity, or doubt.

Documents must be completed in their entirety prior to coming in for a notarization. If an individual has questions regarding the documents they need notarized, they must refer to their own legal counsel or those for whom the documents are required. Library notaries cannot advise on the content of the documents. Having a document notarized does not verify that the information in the document is true or legal; it only verifies that the notary has witnessed the signature of the person signing and has verified their identification.

Legal documents must be in a language that the certified notary public can read and speak. The Library will make every effort to have both English and Spanish certified notary publics. Availability for Spanish reading/speaking notary publics may be limited. Documents must also contain a notarial certificate, pre-printed statement for notary to fill in.

Library notaries are unable to make copies, certified or uncertified, of “vital records,” which include certificates of birth, death, divorce, annulment, marriage, etc. Copies of vital records must be obtained from their official custodian, such as a state or county office. Library notaries will not certify that copies of documents (such as passports) are complete, full, true, and exact copies of the original document which they purport to reproduce.

Notaries are subject to section 137.01 of the Wisconsin statutes:
<https://docs.legis.wisconsin.gov/2017/statutes/statutes/137/i/01>.

A library card is not required to receive notary public services.

History: Adopted 12/20/2023