

Pine River Public Library District

Notary Public Service Policy

Notary Public service is available at no charge. Customers should contact the library to ensure a Notary is on duty.

Customers must provide a current and valid photo ID. Customers must be able to understand English, and all documents must be written in English. No translation services are available at the library.

Library Staff who serve as notaries...

- Follow all notary laws for the State of Colorado.
- Cannot give professional advice on legal matters pertaining to notarizing documents.
- Cannot serve as witnesses.
- Reserve the right to refuse notary service at any time.*

* Notaries are individually responsible for the documents they are signing; therefore, notaries must use personal discretion.

Policy Created:

Submitted to the Board of Trustees: 9/2017

Approved by the Board of Trustees: 10/2017