

Sturgis Library Notary Services Policy

Sturgis Library offers selected notary services to the public on a first-come, first-served basis during regular library hours.

- The Library has a notary on staff. It is recommended that customers seeking notary services call in advance to ensure that the notary is available. 508-362-6636.
- All documents must be in English.
- Please fill out your document completely in advance – do not leave any blank spots **except for the signature and date line.** We cannot notarize documents that have been signed in advance.
- All people who are signatories on the document must be present in order for us to notarize the document.
- We do not charge a set fee for notary services, but appreciate any donation that customers are willing to make. There is a donation box located near the circulation desk.
- **Valid photo ID is required.**
- **The Library will not provide witnesses, and witnesses may not be solicited from patrons using the Library. Those who need witnesses must bring their witnesses with them, and witnesses must provide valid photo ID.**
- **Notary service is not available for deeds, wills, living wills, living trusts, codicils, depositions, I-9 Employment Verification forms, mortgages, or other real estate closing documents.**
- Certain public documents cannot be copied and notarized. Examples are birth, death and marriage certificates.
- The notary reserves the right to decline to provide notary services if there is any doubt about the authenticity or legality of the document.
- Notaries cannot provide legal advice or assist in document preparation.

There are other notary services available at:

- The UPS Store in Hyannis -- Phone is 508-775-5777 --
<https://locations.theupsstore.com/ma/hyannis/1070-iyannough-rd/notary>
- Banks, insurance companies, and lawyer's offices