

Notary Public Policy: Kendallville Public Library

- The Kendallville Public Library does not charge a fee for Notary Service.
- Appointments for Notary Service can be made by calling 260-343-2010.
- This service is only available at the Kendallville location.
- A library staff member is acting on behalf of the library board to provide Notary services in the library. The staff performs Notary Services according to Indiana Code.
 - A Notary may:
 - (1) do all acts that by common law, and the custom of merchants, notaries are authorized to do;
 - (2) take and certify all acknowledgments of deeds or other instruments of writing required or authorized by law to be acknowledged; and
 - (3) administer oaths generally, and take and certify affidavits and depositions.
- The Library's Notary:
 - adheres to the highest standards of competence and responsibility in providing notary public services.
 - shall never notarize any signature without the maker of the signature first appearing personally before the notary.
 - may, at their sole discretion, decline to provide Notary Service.
 - is not an attorney licensed to practice law in Indiana, and they may not give legal advice or accept fees for legal service.
- 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 person whose document is being notarized and must be in possession of valid photo identification.
- A Notary commission is personal to the notary public. The stamp and commission belong to the notary public and must be safeguarded by the notary in order to prevent forgeries and other misuse.

Approved: April 14, 2021