



509 North Main
Maryville, MO
64468-1610

Phone: (660) 582-5281
Fax: (660) 582-2411

Maryville Public Library Policy

Section D: PUBLIC ACCESS & SERVICES

Subject 901: Notary Services Policy Page 1 of 1

Last revised: September 2023

Notary Services Policy

Maryville Public Library offers basic notary services to Nodaway County residents at no charge for the following:

1. Absentee and mail-in ballot envelopes.
2. Other completed documents containing a notary certificate with the exception of documents listed in the blue box below.

Please note the following:

1. In general, services are limited to Nodaway County residents.
2. Notary services are currently available only on Mondays, Wednesdays, and Fridays between the hours of 9 a.m. and 4:30 p.m. **Persons desiring notary services should call ahead to ensure a notary is available as service cannot be guaranteed.**
3. All signers must be present with valid photo identification, such as a state-issued driver's license, state-issued photo ID, a passport issued by a United States government agency, or other federally-issued identification such as a military ID.
4. Notary service is limited to three (3) documents per person, per visit. Notary service is provided during limited hours, during limited days of the week on a first-come, first-serve basis.
5. Notaries may decline to provide service if the patron, document, or circumstances of the request for notary service raise any question of authenticity or issue of ambiguity, doubt or uncertainty. This is to reduce liability risk for both the notary and the library.
6. MPL's notary is not an attorney, and not authorized to practice law, give legal advice, or prepare legal documents.

MPL does **NOT** offer notary services for the following document types:

Deeds, property, mortgages, or other real estate closing documents, living wills, living trusts, codicils, or depositions, I9 (Employee Eligibility Verification) forms, public record documents, or photocopies of public record documents including birth certificates, death certificates, and marriage licenses, and documents in any language other than English.

Patrons requiring notarization for these documents should seek a notary from a qualified attorney, or through the institution issuing or requiring the document.