



WESTFIELD WASHINGTON PUBLIC LIBRARY NOTARY PUBLIC POLICY

“A Notary Public is a public officer of the state, authorized by law to certify documents, take affidavits, and administer oaths. Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official” Indiana Secretary of State, Todd Rokita.

The Westfield Washington Public Library offers Notary Public services. The following guidelines will be followed in providing this service:

- Notary services is provided free of charge by the Westfield Washington Public Library. In lieu of fees, donations to the Library are welcomed
- This service is subject to the availability of the notary public on staff.
- Notary service is provided on a first come, first served basis.
- People seeking notary service must present valid photo identification, such as a driver’s license, passport, or current employee ID.
- Documents to be notarized must be signed in person before the notary who will certify the signature.
- The Notary may, at his or her discretion, decline to provide notary service.

Questions or comments regarding this policy or this service should be directed to the Westfield Washington Public Library Board of Trustees.

Approved by the WWPL board: 08/08/07