



# Bartholomew County Public Library

## Notary Services FAQs and Guidelines

- BCPL provides notary services free of charge.
- All notary services at the Columbus Library are conducted in the Reference Area.
- Walk-in service at Columbus is available but subject to notary availability. To ensure notary availability in advance, please call 812-379-1266 or complete the Request Form at <http://mybcpl.org/notary>.
- Walk-in notary service is available at Hope Library, with Tuesdays and Wednesdays as the best days. Contact Hope Library at 812-546-5310 for availability.
- Walk-in notary service is available at BCPL Eastside. Call 812-379-1298 for availability.
- All signers will need to bring a valid photo ID, including minor children. Valid Photo ID's include Passports, Driver's Licenses, State-Issued IDs, and Military IDs. Must not be more than 3 years expired.
- Documents to be notarized must be signed in front of the Notary. Please do not sign them beforehand as these will not be notarized.
- Any copies that need notarized must be made by the Notary. Please do not bring in copies already made.
- The Notary does not have the license required to notarize real estate closings or mortgage loans that involve title insurance.
- Notaries are not authorized to make copies or certify copies of vital records. However, original vital records documents are kept by the government agency that issues them. Only that agency is authorized to issue certified copies of the vital record in question. These documents include Birth Certificates, Death Certificates, and Marriage Certificates.
- All people signing the document(s) must be physically present to have their signature notarized.
- Due to differences in notary regulations between Indiana and the Government of India, the notary cannot notarize Power of Attorney documents originating from India unless a notarial certificate is already included on each document. This may apply in similar situations for documents originating from other countries, as well.
- Please provide your own witnesses should they be required for your document(s).
- You may be asked to seek legal advice before your documents can be notarized. No one in the library is able to give legal advice, including the Notary.
- The Notary reserves the right to decline service if any of the above guidelines are not met, if there are concerns about the authenticity of the documents, or if the individual(s) signing the documents appear to be unaware of what they are signing or under duress.