



Notary services are generally available from 8:30 a.m. - 4 p.m., Monday through Friday; however, we strongly suggest calling us at 660-359-3577 ahead of time to make sure notary is available.

**We reserve the right to refuse notarizing documents for any legal reason.**

In accordance with Missouri Notarial Law (Section 486.700, RSMo), the Notary will ask you to sign their Notary Public Record Book. Service will not be provided to those who decline to sign the Record Book.

- You must bring an unexpired valid government-issued photo ID.
- If you are bringing witnesses with you, please ask them to bring their photo IDs.
- **Documents must be signed in front of the notary public. Do not sign in advance.** (ORC Section 147).
- Documents can only be notarized for people who are present.
- We cannot advise on how to fill out documents (apart from the act of notarization) or the completion of a task related to the notarized document.
- Please make sure the documents are completely filled out, except for the signature blanks. We cannot notarize a document with blank spaces.
- Please identify which areas of your document(s) require notarization before visiting the Library.
- Documents to be notarized must be in English.
- Documents to be notarized must contain a Notary Public jurat or acknowledgement.
- The Library provides only basic Notary Public Services and is not able to notarize more than 3 documents per visit.
- Notaries cannot pre-date or post-date an action, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest.
- Notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library. In the event, the library notary may, at his or her sole discretion, decline to provide notary service.

**Documents we will not notarize:**

- Real estate transactions including mortgage and housing refinance
- Documents, including Quit Claim Deeds.
- Wills
- Notary protests
- Employment eligibility verification, Homeland Security I-9 Forms
- Documents written in any language other than English
- Auto titles without buyer address and name (state law requires this section be completed, regardless of circumstance.)

**The Library cannot notarize the following documents:**

- Documents that are already signed.
- Government form I-9
  - Notaries also cannot provide an Apostille (a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another).
- Employment eligibility verification
- Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, such as refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts.
- Documents in languages other than English.
- We do not certify vital records (birth, marriage, divorce, death).