

Pine River Public Library District

Notary Public Service Policy

Notary Public service for short and simple documents is available at no charge when qualified staff are available. Patrons should contact the library for an appointment.

Patrons must provide a current and valid photo ID. Patrons must be able to understand English, and all documents must be written in English. No translation services are available at the library. Patrons must speak for themselves and be of sound mind.

Library Staff who serve as notaries:

- Follow all notary laws for the State of Colorado.
- Are not responsible for the accuracy or content of the document being notarized.
- Cannot prepare documents to be notarized.
- Cannot give professional advice on legal matters pertaining to notarizing documents.
- Cannot serve as witnesses or recruit witnesses.
- Reserve the right to refuse notary service at any time.

Approved by the Board of Trustees: 10/2017

Reviewed and approved by Board of Trustees: August 2022