

Glen Lake Community Library

Notary Public service

Notary services are available Monday through Friday. Service hours may vary daily, but are typically 10:00 am to 5:00 pm. Persons seeking notary services should contact the library at (231) 326-5361 prior to visiting to ensure a notary will be available.

- A valid photo ID with signature is required of all persons seeking notary service.
- Documents must be signed in front of the notary.
- Persons seeking notaries are responsible for knowing their document, the type of notary service needed, and where to sign. By law, notaries cannot give legal advice or explain documents. Please seek legal advice or contact the agency issuing or receiving the document if help is needed.
- Persons needing witness signatures for their documents are required to bring their own witnesses with them. The library can not provide witnesses.

The Library does not offer electronic or digital notary services and can not notarize the following (see other notary resources below):

- Documents outside of the library premises
- Real Estate Transactions: Mortgages, Deeds, Closing Documents, etc.
- Michigan Vital Records: Birth Death, Marriage, Divorce (these are done by State and County officials)
- Certify or notarize that a document/record is an original or true copy of another record. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.
- Documents written in a language other than English.
- Provide a Medallion signature guarantee stamp (these are done through a financial institution participating in the Medallion program).
- Provide an Apostille (this is issued by your Secretary of State's office or Notary Commissioning Agency).

Library notaries reserve the right to decline any document for any reason.

August 7, 2024