



	<p>SECTION: 5.12</p> <p>SUBJECT: Notary Public Service</p>
<p>POLICY</p>	

Richmond Public Library (RPL) offers free notary public service. This service covers basic notary services as a courtesy to our patrons with the following guidelines:

- A maximum of 3 documents per person per day may be notarized.
- All parties signing documents must be present and provide current photo identification.
- All documents must be signed in the presence of the Notary.
- It is the customer’s responsibility to provide witnesses when necessary. Witnesses are required to provide current photo identification.

It is recommended, but not necessary, to call ahead to verify the availability of our notaries.

RPL Notaries do not notarize I9 Employment Eligibility Verification HR Forms of any kind.

By law, Virginia notaries are not authorized to certify true copies of birth, death, and/or marriage certificates.

A Virginia notary has the authority and sole discretion to refuse notarizing particular documents.

Approved: July 2013
Revised: July 25, 2018
Reviewed: April 2022