



# RICHMOND PUBLIC LIBRARY

Title: Notary Public Service Policy

Policy Number: 05.12

Revised Date: 07/23/2025

The Richmond Public Library 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. All documents must be in English and unsigned.
- It is the patron's responsibility to provide witnesses when necessary. Library staff and library patrons may not serve as witnesses.
  - Any witnesses (if required) must bring valid, non-expired identification from the following list of accepted identifications:
    - U.S. Passport or U.S. Passport Card
    - State-Issued ID Card or Driver's License
    - Certificate of Naturalization
    - Certificate of U.S. Citizenship
    - Foreign Passport
    - U.S. Green Card (with photograph)
    - U.S. Military ID Card

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

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.

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Approved: July 2013  
Revised: July 25, 2018  
Revised: July 23, 2025