

Seaford District Library
Notary Policy



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The Seaford District Library offers Notary Public Services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service: Notary services are provided for a fee of \$5.00 per notarization.

Scheduling an appointment is recommended for patrons seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. The Library can be reached by calling 302-629-2524.

Library Notaries are scheduled during the Library's hours of operation. Notary service is not available fifteen (15) minutes prior to the time of closing.

The document to be notarized must be completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Library Notary. Library Notaries may not notarize any document with blank spaces.

Documents in any language other than English will not be notarized at this facility.

Certain public documents cannot be copied and notarized. Examples of these are: Birth Certificates, Death Certificates and Marriage Certificates.

The person who will sign the document must provide the Notary with at least one valid form of identification that provides a physical description of the signer. The Notary may decline to notarize a document if the signer cannot provide valid identification.

Acceptable forms of identification are:

- A current passport from any country
- A valid driver's license from any state of the United States, Canada or Mexico;
- A valid non-drivers photo identification card from any state of the United States; or
- A United States military identification card.

The Library will not provide witnesses and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally

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know the person whose document is being notarized and must be in possession of valid photo identification.

For more information concerning:

<https://delcode.delaware.gov/title29/c043/sc01/index.shtml#4309>

Approved Board of Trustees, November 12, 2019.