

Hays Public Library offers free, limited notary services. Please schedule an appointment through the online request form or call HPL at 785-625-9014 to confirm that a notary is available. The availability of a notary is not guaranteed without an appointment.

- All persons signing the document must appear in person.
- Please bring a valid, government-issued photo ID and unsigned documents to be notarized. Documents must be signed in the presence of the notary in order to be valid (ORC Section 147).
- Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or patrons using the Library. Witnesses must be personally known to the signer.
- Documents to be notarized must be in English.
- The Library's free notary service is intended for simple documents that do not require specialized expertise.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the patron will sign the document, before appearing before the notary. Any document with blank spaces will not be notarized.

Documents that will not be notarized include, but are not limited to:

- Auto titles without buyer address and name. Seller must be present.
- Electronic notarizations.
- Deeds, and other real estate or land documents (*i.e.*, mortgages, housing refinance documents, Quit Claim Deeds and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- Items where the notarization oath is not written in English (and no written English translation is provided).

Library notary publics are not attorneys licensed to practice law, and they may not give legal advice. We reserve the right to refuse notarizing documents for any reason and to decline service in cases that raise any issue of authenticity, ambiguity, or doubt.