

Notary Services

Library staff members who have been appointed as Notaries Public by the Secretary of the Commonwealth can perform brief notarial services. To confirm that a notary public is or will be available, please call 978-249-9515.

The Friends of the Athol Library provides notary services for the public by funding licensing and notary supplies – donation to the Friends of \$2.00 per seal/signature is requested.

Athol Public Library Notary Services Policy

Service Requirements

Document signers and witnesses (if required) must provide valid government-issued photo identification (IDs).

Documents should be complete and ready for signature. The entire document should be presented. Staff Notaries will not notarize any document with blank spaces and are prohibited from helping with the preparation, completion or understanding of any legal documents.

All document signers must be present at the time of notarization. It is not the responsibility of the library or staff notary to provide witnesses.

Service Restrictions

Staff Notaries will not provide service if the customer, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Athol Public Library.

If a document does not contain a notarial certificate (official space for notary to sign), a Staff Notary may explain the purpose of certain basic notarial acts so that the signer may make the best choice for their document.

Staff Notaries will not notarize documents written in languages they do not read.

Staff Notaries are not permitted to make use of interpreters to communicate with notary patrons.

Staff Notaries are not able to notarize USCIS Form I-9, Employment Eligibility Verification.

Staff Notaries will not notarize documents that require specialized legal, financial, or technical knowledge, including, but not limited to, wills, codicils, and depositions.

Staff Notaries will not pre-date or post-date any document.

Approved by the Athol Public Library Board of Trustees, May 17, 2023