Wilsonville Public Library
Notary Policy
Approved December 1, 2010

1. **Hours of Public Notary Service**
   It is the goal of the library to have public notary services available all hours that the library is open. Notary service may not be available if regularly scheduled staff is absent.

2. **Document Types**

   Library notaries will normally perform the following types of services:
   - acknowledgement
   - verification upon an oath or affirmation
   - certifying a copy
   - witnessing or attesting a signature
   - notarize powers of attorney

   Library notaries will not normally perform these services:
   - notarize wills
   - taking depositions
   - protesting commercial paper
   - administering an oath or affirmation without a signature

3. **Notary Rights**

   Notaries have the right and sole responsibility to refuse a notarization.

4. **Fees**

   Notary Fee Schedule:

• Taking an acknowledgement	$3
• Taking a verification upon an oath or affirmation	$3
• Certifying a copy of a document	$3
• Witnessing or attesting a signature	$3
• Notarize powers of attorney	$3

   Notary services made available through the library shall be performed at the library unless otherwise authorized by the Library Director. All fees collected for notarization performed in the library are turned over to the library. Fees are posted at the Library Reference Desk.

The library has no right to fees collected for notaries performed outside of the library.

5. **Renewal of Commission**

   It is the responsibility of notaries to update and or renew commissions. The Library will pay for all fees associated with receiving and renewing commissions.

6. **Disposition of notary seals and journals**

   Notary seals and journals are the possessions of notaries. Upon separation from the library, staff will make copies of the previous year's notary transactions to keep for one year, and then notaries will take all seals and journals with them.

7. **Notaries for Library and other City of Wilsonville staff**

   Library notaries can notarize documents for Library and other City of Wilsonville staff in accordance with state law.

8. **Notaries performed outside of the Library**

   If the Library has paid for registration, renewal and other fees; any private notarization outside the public service provided through the Library must conform to all laws governing ethics and conflicts of interest applicable to public employees

9. **Insurance**

   Notary services are included within the City of Wilsonville's usual liability protection for all employees acting within the scope of their employment.