

Policy: 425

Notary Services

Adopted: 5/18/2026

The Auburn Hills Public Library provides limited notary services as a courtesy to the community.

- **Auburn Hills residents:** Free
- **Non-residents:** \$10 per appointment

Appointments are required; walk-in service is not available. Notary services are offered only when a commissioned notary is on duty and are not guaranteed.

The purpose of notarization is to deter fraud by verifying identity and witnessing signatures. Library notaries serve as impartial witnesses and follow all requirements of the Michigan Notary Public Act.

Library staff are not attorneys licensed to practice law in Michigan. They cannot provide legal advice, interpret documents, prepare documents, or advise on immigration matters. Notaries may decline to notarize any document at their discretion, with or without explanation.

Guidelines

- The requester must present current, valid government-issued photo identification with a signature (e.g., driver's license, state ID, passport).
- Documents must be complete, with no blank spaces or missing pages, and must be signed in the presence of the notary.
- The Library does not notarize photocopies unless the original document is present.
- If witnesses are required, the requester must provide their own witnesses. The Library cannot supply witnesses, and witnesses may not be solicited from staff or patrons. Witnesses must be personally known to the signer and must present valid photo identification.
- The notary and the signer must be able to communicate directly in English. Translators may not be used.
- Michigan law requires notaries to maintain a notary journal of all notarial acts performed at the Library.
- Notaries will not provide service if the requestor, document, or circumstances raise concerns about authenticity, coercion, ambiguity, or uncertainty.
- The Library reserves the right to limit the number of documents notarized per appointment.
- The Library does not provide notary services for minors. Individuals under 18 are not eligible for notarization at the Auburn Hills Public Library.

Notary Services Are Not Available For:

Documents requiring specialized legal or technical knowledge, including but not limited to:

- Real estate transactions (deeds, mortgages, refinancing, property transfers, land trusts)
- Powers of Attorney
- Wills, living wills, trusts, codicils
- Immigration or visa documents
- Depositions
- Apostilles (documents for use outside the U.S.)
- Copies of identification (passports, driver's licenses, etc.)
- Vital records (birth, marriage, death certificates)
- USCIS Form I-9
- Documents not written in English
- Remote or online notarizations
- Documents lacking notarial language or a notary certificate
- Documents presented as photocopies without the original present
- Documents requiring notarization for individuals under 18 years of age