

LCO provides notary services free to cardholders and at a fee of \$2 per session for non-cardholders.

Please follow these important guidelines:

- Library staff cannot help you fill out or complete your document or give legal advice on a matter.
- Please have the document completed (do not sign) before your appointment and bring all pages of the document with you. Staff cannot notarize an incomplete document.
- Do not sign or date documents ahead of time. They must be signed in front of the notary.
- The Library does not provide a witness for your notarized item. If your document requires a witness, they will need to come with you and bring their valid photo ID.
- You must bring a valid, unexpired government-issued photo ID.
 - **Examples of Acceptable forms of Photo ID:**
 - State issued Driver's License
 - State issued Nondriver ID
 - Passport or Passport Card
 - Military ID
 - **Not accepted:**
 - Work or School IDs with or without Photo
 - Social security cards
 - Credit cards with pictures
 - Club membership IDs
 - Birth certificate
 - Temporary Driver's License
 - Copies or photographs of a Photo ID

We CANNOT notarize:

- Government Form I-9 (Employment eligibility verification)
- Vital records (birth, marriage, divorce, death). These documents must be obtained from and certified by the issuing agencies.

- Documents in languages other than English.
- Electronic or remote online notarization.
- Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, such as refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts.
- Staff cannot provide an Apostille (a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another).

Other things to know

- A notary only verifies the signer's identity and that the signature was made willingly and freely. Notarization does NOT:
 - Prove a document to be true or accurate.
 - Legalize or validate a document.
 - Prove that a statement under oath is true.
- Missouri law regulates notaries. We will not notarize documents that do not follow such laws and regulations.
- Per Missouri law, notaries will not provide service if the document or circumstances of the request for notary service raise any question of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the notary may decline to provide notary service at their sole discretion.
- In accordance with Missouri Notarial Law (Section 486.700, RSMo), the Notary will ask you to sign their Notary Public Record Book. Service for customers who decline to sign the Record Book will not be provided.