Huntington Public Library Notary Service Guidelines

- Open to all at both library locations — you do not have to be a Huntington Library cardholder.
- Every notarized signature must have the signer present.
- Patrons must fill in every blank (or write n/a) prior to notarization, except for the signature.
- Do not sign the document before coming in. You must sign in front of the notary.
- You must bring the complete document.
- The notary cannot provide advice on how to correctly fill out a legal form or give legal advice.
- Patrons must bring a current, government issued photo I.D.
- If the document requires witnesses, you must provide your own.
- Witnesses must also have a current, government issued photo I.D.
- We can only notarize documents that are in English.
- We are not able to notarize wills or real estate transactions at this time.
- There is no charge for this service.
- Please call ahead to be sure the notary is in the building.