

Public Notary Policy

The Elsa Public Library offers Notary Public Services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service:

- Library Notaries are scheduled during the Library's hours of operation. Notary Service is not available in the fifteen (30) minutes prior to the time of closing.
- It is recommended that customers seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. The Library can be reached by calling (956) 262-3061.
- Notary Service is provided on a first-come, first-serve basis.
- Notary Service fees: acknowledgments or proofs for the first signature \$6.00 for the first signature \$1.00 for each additional signature, administering an oath or affirmation \$6.00, Swearing a witness for a deposition \$6.00, taking a deposition of a witness (for each 100 words) \$.50, Certifying a photocopy \$6.00, providing an uncertified copy of an entry from a notary's record book (per page) \$.50, and certifying a copy of an entry from a notary's record book (per page) \$6.00
- Valid photo identification is required of any customer seeking Notary Service.
- Notary Service is limited to three documents per person, per visit.
- The Library will not provide witnesses, and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Documents in any language other than English/Spanish will not be notarized at this facility.
- Texas law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.
- Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Depositions, Mortgages or other Real Estate Closing documents.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage certificates.
- In accordance with Texas Notarial Law, 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 Library. In this event, the Library Notary may, at his sole discretion, decline to provide Notary Service.

Public Notary Policy is subject to change without notice.

Revised and Approved by City Council on February 18,2020