



Notary Services

Approved: July 30, 2026

Supporting the mission of providing excellent services and connecting to our community, the Petoskey District Library is pleased to provide notary services to the public. These services vary daily based upon the availability of staff. Persons seeking notary services should contact the library at 231.758.3100 prior to visiting to ensure a notary is available. The notary's role is limited to authenticating the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's content.

The following guidelines must be adhered to:

1. Petoskey District Library notaries only have stamps, no embossers.
2. Notary services are available up to 30 minutes prior to closing.
3. A valid, unexpired, government issued identification with photo and signature is required of all persons seeking notary service.
4. Document(s) must be completely filled out prior to the notary appointment, but be signed in front of the notary. Notaries will not sign documents unless they are certain that the customer is who they purport to be.
5. If document(s) to be notarized require the signature of a witness, persons seeking notary services must provide their own witnesses. Witnesses should be someone who knows the person signing; the library staff will not provide/recruit witnesses, nor shall the signer recruit witnesses from within the library.
6. Information to be notarized must appear on the document and be in English. Notaries will not notarize blank pages, pages not related to the body of the document, or pages in another language.
7. A maximum of three documents per day per patron will be notarized.
8. Staff has the right to refuse any and all notary requests. Reasons for refusal may include but are not limited to doubting the validity of the document, staff discomfort with the type of document being presented for notarization, or staff discomfort with the person requesting notary service.
9. Notaries will notarize up to three documents per Petoskey Library card holder per day at no charge. Non-Petoskey District Library cardholders will be charged five dollars per document, with a maximum of three documents per day.

The Petoskey District Library will not provide notary services electronically or digitally nor will notary services be provided off-site. Further, notary staff will not notarize the following or provide the following services:

1. Real Estate Transactions: Mortgages, Deeds, Closing Documents, etc.
2. Employment Eligibility Verification Forms
3. Michigan Vital Records: Birth, Death, Marriage, Divorce (these are done by State and County Officials)
4. Provide a medallion signature guarantee stamp
5. Provide an Apostille (this is issued by your Secretary of State's Office or Notary Commissioning Agency)