**Peninsula Community Library offers basic notary services as a courtesy. There is no charge.**

Notary services are available during open hours only. Service hours vary daily. It is highly suggested that an appointment be made as a notary may not be available.

* A valid photo ID with signature is required of all persons seeking notary service.
* Documents must be signed in front of the notary.
* Persons seeking notaries are responsible for knowing their document, the type of notary service needed, and where to sign. By law, notaries cannot give legal advice or explain documents. Please seek legal advice or contact the document issuing or receiving agency if help is needed. Legal help for Michigan residents is available at [Michigan Legal Help](https://michiganlegalhelp.org/).

Library notary staff *does not* offer electronic/digital notary services and *does not* notarize the following:

* Documents outside of the library premises
* Estate Planning Documents: Wills, Trusts, Power of Attorney, etc.
* Real Estate Transactions: Mortgages, Deeds, Closing Documents, etc.
* I-9 Employment Eligibility Verification forms
* Affidavits and Depositions
* Michigan Vital Records: Birth Death, Marriage, Divorce (these are done by State and County officials)
* Certify or notarize that a document/record is an original or true copy of another record. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.
* Documents written in a language other than English.
* Provide a Medallion signature guarantee stamp (these are done through a financial institution participating in the Medallion program).
* Provide an Apostille (this is issued by your Secretary of State’s office or Notary Commissioning Agency).

Library notaries reserve the right to decline any document for any reason.

Other notary service options in the area:

* [Grand Traverse County Clerk’s Office](http://www.grandtraverse.org/261/Notary-Services)
* Banks and Credit Unions