Crawford County Public Library
203 Indiana Ave • English, IN 47118 • 812.338.2606

Notary Public Policy

A notary public is a public officer of the state, authorized by law to certify documents, take affidavits and administer oaths. Notarization is important as an attestation that the signature or signatures on a document have been witnessed and the parties have been identified by an impartial public official.

A notary commission is personal to the notary public. The stamp and commission belong to the notary public and must be safeguarded by the notary in order to prevent forgeries and other misuse. Even if the employer pays for the notary commission, the employer cannot convert the stamp and journal. Additionally, if the employer paid for the notary's bond, the employer cannot cancel the bond.

The Crawford County Public Library offers notary public services, in accordance with Indiana code 33-42-2-5, for the benefit of the residents of our community. The following guidelines will be followed in providing this service:

- Notary service is provided free of charge by the Crawford County Public Library. In lieu of fees, donations to the Library are welcome.
- Notary service is provided by appointment. Walk-in service may be available but is not guaranteed.
- Notary services will not be offered one hour before the library closes.
- This service will be performed only in the library building unless arrangements are made with a homebound patron of the library and availability of notary public(s).
- Documents in any language other than English, I-9 forms, real estate forms or transactions and documents that require an electronic signature will not be notarized.
- Documents to be notarized must be signed in person in the presence of the notary who will certify the signature.
- Valid photo identification is required for each person signing the document. All identification must be current and not expired. Accepted identification includes State-issued driver's license or ID card, passport or military ID.
- The Library staff cannot act as witnesses.
- In accordance with Indiana law, notaries will not provide service if the patron, a document, or circumstances raise any concern of authenticity, ambiguity, doubt, or uncertainty.
- All notary activity shall be recorded in a journal.

The Library Director or Library Board may decide to discontinue notary service at any time if the service is no longer feasible or no staff member is a certified notary public.

Adopted 7/27/2026, Revised 9/29/26