The Charlevoix Public Library has two notaries on staff and is pleased to offer this service to the public. 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.

- Customer must present valid, government issued, picture identification.
- Customer must sign document(s) in front of the notary. Notaries will not sign documents unless they are certain that the customer is who he/she purports to be.
- Each notary will maintain a journal wherein each transaction will be noted, along with the identification provided.
- 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.
- If notaries doubt the validity of the document, or are uncomfortable with the person(s) signing the document, they have the right to refer such people elsewhere.
- Notary service will be available when the notaries are scheduled to work during regular library hours, up to 15 minutes before closing. Customers seeking notary service should call the library in advance to confirm when the notaries are available, 231-547-2651.
- **Fees:** Notaries will notarize up to two documents per patron per day at no charge. The patron will be charged a dollar per document above that limit.