

Brookings Public Library Policy:	Title: Notary Policy - Draft	
Issue Date:	Updated:	Section: Brookings Public Library
Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages:

I. PURPOSE

To establish a written policy in regard to notary services provided by the Brookings Public Library.

II. POLICY

Provide free notary public services to the community. South Dakota law states that a notarization does not prove the truthfulness of the contents of a document nor validate a document, rendering it legal. South Dakota law requires that the person signing the document to be notarized must appear in person and present proper identification. Electronic or online notarization is not permitted under South Dakota law.

A notarization does provide verification of a document signer’s willingness to sign, his or her competence to sign, and that the signer is, indeed, the person identified by the signature. If a notary has any doubt about a signer’s identity, it is best practice not to notarize that signature.

I. DEFINITIONS

- A. Notary Public: an individual approved by the state of South Dakota to administer oaths and affirmations, take acknowledgments, and witness signatures
- B. Witness: one asked to be present at a signing to verify it took place

II. ADMINISTRATION

- A. The Brookings Public Library has staff that provide notary services to the public. Notary services are only administered within the Brookings Public Library building during open library hours.
- B. South Dakota law requires that the person signing the document to be notarized must appear in person and present proper identification.
- C. Notary services are free and open to the public. You do not have to be a member of the library to obtain notary services.

- D. No appointment is needed for Notary services. It is recommended that interested parties call ahead to verify the availability of a Notary Public.
- E. The signer(s) of the document must provide their own witnesses if the documents require witnesses.
- F. Notaries cannot and will not prepare or complete documents.
- G. Notaries cannot and will not offer legal advice.
- H. Notaries will not notarize items in languages they do not understand.

III. WHAT TO BRING

- A. Completed, unsigned document(s) to be notarized
- B. Witness or witnesses, if required
- C. A valid, unexpired state ID, federal ID, or other government ID with signature and photo. The name on the ID must match the name on the document.