Montgomery City-County Public Library
Notary Service

The mission of the Montgomery City-County Public Library System is to make readily available to all residents of Montgomery County access to materials, information, and services to meet their personal, educational, cultural, technological, and occupational needs. Notaries provide a variety of services and adds assurance that the document's signature is genuine.

The Montgomery City-County Public Library (MCCPL) provides this service for a fee of $5 per notary act, i.e. if three notary stamps or signatures are required, the cost would be $15. Valid MCCPL library cardholders (for at least 30 days) will receive one free notary service yearly.

Services are offered in Library Administration at the Juliette Hampton Morgan Memorial Library by appointment only.

What to Bring:

- **Bring a valid, government issued photo ID. Expired ID will not be accepted. Please bring documentation of a name change if name does not match on ID.**

- **Bring all pages of the unsigned and undated original document. Signing must take place in front of the notary. Documents needing to be filled out should be completed except for the signature.**

- **If applicable, you must provide your own witness. Library staff and other patrons may not be asked to serve a witness. They will also be asked to bring valid, non-expired government issued photo ID.**

- **Accepted forms of payment are credit card or cash.**

What to Expect:

- The Notary will review the documents to determine the type of document and whether the documents can be notarized.

- Documents that cannot be signed include, but are not limited to:

    - Documents in a language other than one the notary speaks fluently. Interpreters cannot be used in notary cases.

    - Copies of documents. Please only bring original documents.

- The Notary will identify the signer(s) with government issued ID.

- The Notary will ask if the signer(s) is signing voluntarily.

- The Notary will record the type of document and signer(s)'s information in their official ledger.

- The signer(s) will sign the ledger and the document.

- The Notary will complete the certificate with the Notary's signature and stamp.

Notary Appointments

- To make an appointment, call 334-625-4300. Appointments not attended within 20 minutes of the scheduled time are considered canceled and may be asked to reschedule for another day.

- To ensure availability, please schedule appointment at least one day prior.

- Appointments: 10:00 a.m. - 4:00 p.m. (M-F)

Note: A notary public is not trained or certified to practice law. We are not able to offer advice regarding documents including decisions on whether or not to sign or document formatting.