



**WESTMORELAND
PUBLIC LIBRARY
OF SUMNER COUNTY**

NOTARY SERVICE – *appointments begin Monday, May 4*

The Westmoreland Public Library of Sumner County offers free notary services provided by staff. The library’s notary service is intended for straightforward documents that do not require specialized knowledge.

A notary public is not trained or licensed to practice law. Notaries cannot advise on which documents you may need, determine the required type of notarization, help prepare or complete documents, or provide legal counsel or advice.

If your document requires witnesses, you are responsible for bringing them. Library staff cannot serve as witnesses, and it is against library policy to ask other library visitors to serve as witnesses.

Some commonly notarized documents include:

- Sworn Statements
- Powers of Attorney
- Deeds of Trust
- Rental Agreements
- Copy Certification by Document Custodian
- Beneficiary Designations for Retirement Accounts
- Promissory Notes

Please note that we cannot notarize:

- Real Estate Transactions (e.g., mortgages, refinancing, Quit Claim Deeds)
- Notary Protests
- Vital Records (e.g., birth certificates, marriage licenses, divorce papers, death certificates)

- Employment Eligibility Verification
- Documents in languages other than English
- Medallion Signature Guarantees, sometimes referred to as Gold Medallion Stamps.
- I-9 Forms – Homeland Security Employment Eligibility Verification
- Auto titles without buyer address and name (state law requires this section be completed, regardless of circumstance)

How to prepare for your notary appointment:

- The library and its notaries cannot provide legal advice or assist with preparing your documents. If you need legal advice, please consult an attorney.
- Have all documents complete and ready for signature.
- Bring a valid government-issued photo ID.
- Consult with an attorney to determine if signature witnesses are needed. If yes, bring witnesses with you.
- If your legal document requires witnesses, you must bring witnesses with you.

To ensure we are fully prepared to assist you, please schedule an [appointment](#) online or call us at (615) 442-1202 to book a time with one of our notaries. We appreciate your cooperation.

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