



City of Virginia Beach

VBgov.com

DEPARTMENT OF LIBRARIES
ADMINISTRATION
(757) 385-8709
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MUNICIPAL CENTER
BUILDING 19, ROOM 210
2416 COURTHOUSE DRIVE
VIRGINIA BEACH, VA 23456-9126

Notary Service Policy

Effective: June 5, 2017

The Virginia Beach Public Library offers free notary public services for the benefit of the residents of our communities at limited locations in the system.

Notary service may be available during the library's regular hours of operation. Customers seeking notary service should call the appropriate library branch prior to their visit in order to schedule an appointment with an authorized notary. Notary service is not available in the thirty minutes prior to the time of closing.

Current, valid photo identification is required of any customer seeking notary service.

Notaries do not validate the information on the document, only notarizing that the person signing the document has successfully proven that they are who they say they are.

A notary cannot notarize or certify copies of any kind.

A notary cannot notarize his or her own signature, the signature of his or her spouse, or a document in which the notary or the notary's spouse may benefit or in which they have a personal interest.

A notary cannot certify birth, marriage, or death certificates (copies or originals.)

A notary is not authorized to perform marriages or any act that constitutes the practice of law.

Notaries cannot pre-date or post-date an action, prepare a legal document, or give advice on legal matters.

Customers are to provide their own witnesses. Witnesses must provide a valid photo identification. Library staff may substitute as witnesses, however this is not guaranteed and is based on the availability of staff. Other customers using the library cannot be solicited to act as witnesses.

Since the notary must read and understand what he or she is notarizing, documents in any language other than English cannot be notarized at the library.

Notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library. In this event, the notary may, at his or her sole discretion, decline to provide notary service.

Approved by:

A handwritten signature in blue ink, appearing to read 'Eva Poole', is written over a horizontal line. The signature is stylized and cursive.

Eva Poole, Director of Libraries