

Notary Services at Lancaster Community Library

Please visit Lancaster Community Library at 16 Town Centre Dr. Kilmarnock, Virginia or call 804-435-1729 for notary availability.

Library hours:

Monday through Thursday, 10 am to 8 pm

Friday and Saturday 10 am to 5 pm.

Please review the steps below to ensure a smooth experience.

1. Schedule an Appointment

- Call or visit the library to set up a time.
- Walk-ins are welcome if a notary is available.
- General library services are a priority, so notary services may be unavailable during high traffic times.

2. Bring Valid Photo ID

- You must bring a current government-issued photo ID.
 - Accepted:
 - A United States passport
 - A United States passport card
 - A certificate of United States citizenship
 - A certificate of naturalization
 - A foreign passport
 - A United States green card with photograph
 - A state issued driver's license
 - A state issued identification card
 - A United States military identification card

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3. Prepare and Complete Documents Ahead of Time

- Fill out all documents before your appointment.
- **Do not sign your documents until you're in front of the notary.**

4. Bring Your Own Witnesses (if needed)

- Library staff may not be available to serve as witnesses.
- Witnesses must be present with valid photo ID.
- Witnesses must be personally known to the individual(s) whose documents are being notarized.

5. Know What We Can and Cannot Notarize:

*We **can** notarize:*

- Acknowledgments
- Certifying Affidavits or Depositions
- Jurats (oaths and affirmations)
- Certified copies of non-public records

*We **cannot** notarize:*

- Birth, Death, Marriage and Court Documents:
 - By law, Virginia notaries are not authorized to certify true copies of birth, death, or marriage certificates.
 - Only the Division of [Vital Records/Statistics](#) may perform such a certification.
- Virginia notaries are not authorized to certify true copies of court issued documents.
- I-9 Employment Eligibility Verification forms
- Incomplete documents
- Copies of public records
- Real estate closings/transactions
- Post or pre-date a document
- Documents requiring verification of facts

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6. Staff may decline to notarize documents if:

- They are uncertain of the identity or mental capacity of the signer.
- A document is in a language other than English.
- The documents require legal advice.
- The documents require a lengthy notarization process.
- They reserve the right to decline notarization services for any reason.

7. No Legal Advice

- Notaries cannot explain or interpret documents.
- If you have legal questions, consult an attorney before your visit.

8. Limit on Documents

- *Up to 3 documents per visit, per person, per visit.*
- For more, please call ahead to make arrangements.

9. Fees

- Notary services fees are now **\$10.00 per document.**
 - (Ex. 3 documents = \$30.00 fee)

10. Signature Must Be In-Person

- Signers must appear in person for all notarizations.
- Remote or online notarizations are not available at this time.

11. Other institutions that provide notary services:

- Banks
- Clerk of the Circuit Court
- Credit Unions
- Law Firms
- The UPS Stores
- Find a Notary <https://www.findanotary.com/>

Please contact the institutions listed above to confirm they provide notary services.