



Notary Services Policy

Adopted by Library Board on July 14, 2024

Notary Service Hours

Walk-in service at North Richland Hills Library is available but subject to notary availability. To ensure notary availability in advance, please call 817-427-6814.

Available hours are generally 10:00 AM-4:00 PM Monday through Thursday.

Notary Service Requirements

- All signers, including minor children, will need to bring a valid photo ID. Valid photo ID's include passports, driver's licenses, state-issued IDs, and military IDs.
- Documents to be notarized must be signed in front of the Notary. Please do not sign them beforehand as these will not be notarized.
- Any copies that need notarized must be made by the Notary. Please do not bring in copies already made.
- All people signing the document(s) must be physically present to have their signature notarized.
- Please provide your own witnesses should they be required for your document(s). Solicitation of library patrons to be witnesses is not permitted.
- You may be asked to seek legal advice before your documents can be notarized. No one in the library can give legal advice, including the Notary.
- Notary services are fee-based. See Schedule of Fees.
- Notary cannot certify copies of birth certificates, death certificates, or marriage licenses.
- Notary cannot certify online documents or provide online notarization.
- Notary cannot notarize deposition documents.
- Notary cannot notarize real estate closings or mortgage loans that involve title insurance.
- Notary will not translate documents or perform notary services for individuals who cannot communicate with Notary in English. Notary cannot certify documents that are not in English.
- Regular library printing services may be utilized to print documents that need to be notarized. Printing is subject to the library's usual printing fees and limitations.
- The Notary reserves the right to decline service if any of the above guidelines are not met, if there are concerns about the authenticity of the documents, or if the individual(s) signing the documents appear to be unaware of what they are signing or under duress.

Schedule of Fees

Service	Notary Fee
Acknowledgments	\$10.00 for the first signature \$1.00 for each additional signature on the same document
Jurats	\$10.00 per certificate, including oath or affirmation
Certified Copies	\$10.00 per certificate
Certified Copies of Notarial Records	\$1.00 per page
Protests	\$4.00 for each bill or note \$1.00 per notice served \$4.00 for certificate and seal
All Other Notarial Acts	\$10.00