Notary Services

​As a courtesy, the Hueytown Public Library provides the services of a Notary Public on a walk-in basis at a charge of $1 per seal.

**Notary Hours**

**Monday – Friday**
10am – 6pm

*We recommend that you call the library at 205-491-1443 prior to your visit to ensure a notary is on duty and available when you expect to arrive.*

**What to bring**

* Your completed — unsigned — document(s) to be notarized
* A witness or witnesses, if required by your document
	+ IMPORTANT: The Library is unable to supply witnesses. Library staff cannot witness documents they notarize. Other patrons using the library cannot be asked to be witnesses. If witnesses are required for your document, you must provide your own witnesses.
* A valid, unexpired state ID, federal ID, or other government ID with signature and photo. EXAMPLES:
	+ Driver’s license
	+ State ID card
	+ US Military ID
	+ US Passport

**We cannot notarize**

* Documents that are already signed. (Signatures must be witnessed by the Notary Public.)
* Documents that are not in English
* Documents with blank spaces other than the space for signature
* We cannot "certify a copy" (e.g., verify that a reproduction of an original document is a true, complete and correct copy of the original). However, [we can notarize your written affirmation that it is a true copy](https://www.nationalnotary.org/notary-bulletin/blog/2014/04/how-to-certify-copy-document).

**Other things to know**

* Notary services are a courtesy provided by the Library and not the Notary’s primary duty, therefore, we may need to ask you to wait.
* IMPORTANT: The Library is unable to supply witnesses. Library staff cannot witness documents they notarize. Other patrons using the library cannot be asked to be witnesses. If witnesses are required for your document, you must provide your own witnesses.
* Notaries are regulated by Alabama law. We will not notarize documents that do not follow such laws and regulations. Notaries will not prepare or complete documents for you, nor can they give legal advice on a matter.
* In accordance with Alabama law, Notaries will not provide service if the document or circumstances of the request for Notary Service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Notary may at his/her sole discretion, decline to provide Notary Service.
* In accordance with Alabama law, the Notary may ask you to sign their Notary Public Record Book. We will not provide Notary service for patrons who decline to sign the Record Book.​

IMPORTANT: The Library is unable to supply witnesses. Library staff cannot witness documents they notarize. Other patrons using the library cannot be asked to be witnesses. If witnesses are required for your document, you must provide your own witnesses.

**Other locations offering Notary Service**

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| * [Weldon’s Pharmacy​](http://www.vernontownship.com/assessor.html) 1280 Hueytown Rd 205-491-2805
* [The](http://www.vbg.org/182/Village-Hall) UPS Store 2910 Allison Bonnet Memorial Dr  205-744-5972
* Wells Fargo 2900 Allison Bonnet Memorial Dr 205-667-1421
 | **Fee-based*** [UPS Store](https://buffalogrove-il-1661.theupsstorelocal.com/products--services/notary)  318 Half Day Rd, Buffalo Grove, IL  847-913-0335
* [UPS Store](https://buffalogrove-il-0463.theupsstorelocal.com/) 113 McHenry Rd, Buffalo Grove, IL  847-459-7060
* [UPS Store](https://riverwoods-il-4749.theupsstorelocal.com/) 6033 N Milwaukee Rd, Riverwoods, IL  847-465-1477
* [H&R Block](https://www.hrblock.com/tax-offices/local-offices/index.html#!/en/office-profile/12840?oppartnerid=9308&campaignid=pw_mcm_9308_9763) 56 W Dundee Rd, Buffalo Grove, IL  847-541-8818
* [H&R Block](https://www.hrblock.com/tax-offices/local-offices/index.html#!/en/office-profile/14101) 175 Olde Half Day Rd, Lincolnshire, IL 60069  847-459-8850
* [North Shore Notary](http://www.nsnotary.com/) 267 W Shadow Creek, Vernon Hills, IL  847-308-8708
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**Other Notary Options**

Mobile Notary: We are unable to go outside of the library in order to notarize a document. If you are in need of a mobile notary, please consult [Alabama Notary Search (http://www.123notary.com/notary-result.asp?state=AL](Alabama%20Notary%20Search%20%28http%3A//www.123notary.com/notary-result.asp?state=AL)).

App: [Notarize](http://www.notarize.com/) is the first on-demand remote, electronic notary service valid in all 50 US states and the District of Columbia. Notarize allows for remote notarization via video call. The app is free; however, each notarial act costs $25. App is available as a [free download from the Apple App Store](https://itunes.apple.com/us/app/notarize/id1022005141?mt=8) or can be done online at [www.notarize.com](http://www.notarize.com).