

General Notary Best Practice/ Tips/Things to Know

1. This is the Notary [link](#) for anyone interested in signing up to be a notary. The Colorado Secretary of State website includes study materials and the ability to take the notary exam. Through PCCLD, we are only doing in-person Notarization, and do not provide Electronic Notary services.
2. If a notary makes an appointment ahead of time, they should call the customer and confirm the appointment. This way the person seeking a notarization will have a name, and can tell any staff member. EX. "I have an appointment with *INSERT NAME*."
3. Notaries will provide private notary services, whether in a study area, meeting room, or other private space. ([see study room procedure](#)).
4. General things to know/tips:
 - **If a Witness is required for an appointment, PCCLD library staff CANNOT be a witness.**
 - IT IS OKAY TO TURN SOMEONE/AN APPOINTMENT AWAY. In some cases there is a problem with the paperwork, something isn't clear, the client is under duress/doesn't know what is going on, and/or the notary does not feel comfortable notarizing a document. In any event, Notary Publics have the right to refuse service. In some cases it might be better for a client to go to a bank and/or lawyer (or someone with legal knowledge). Explain the reasoning you are refusing to notarize a document. Usually the client will agree because you all do not want to mess up the document in general.
 - If you have questions about what you are notating please call Jennifer Scroggins (Reference Librarian) at ext. 505 or the Rawlings Main line. Jennifer does not mind talking you through, or coming out to your branch and helping you with an appointment by looking up the RUNLONA procedures, and Colorado Law if needed, be a second pair of eyes for the Notary Public, and/or anything else that might come up.
 - If possible, have another Notary Public with you during an appointment. This is a recommendation and not a requirement. Having another Notary there is helpful because you can make sure that you are reading the document the right way, another Notary can look things up if you are not sure about something, and it is good practice to see how to notarize something.