

# Notary Procedure/Things to Know: Rawlings Only

1. Notary [link](#) for anyone interested in signing up to be a notary. Site includes study materials and the ability to take the notary exam.
2. **(RAWLINGS ONLY)** As of October 4, 2022 notary services have changed. All notary services are by appointment only. **No walk-ins.** All notary appointments must be made before 6pm the day before the appointment date.
3. **ONLY USE THE PCCLD WEBSITE TO BOOK AN APPOINTMENT** (do not go directly through Communico). Appointments are available Monday through Friday from 9am to 6pm. Notary appointments may be placed by staff or patrons by going to the library website, going to the “library services” drop-down, and selecting “notary service” from the selections. Website [link here](#).
4. **(RAWLINGS ONLY)** When you make an appointment, please add it to the **Notary google calendar**. Do not just leave it in Limbo on Communico.
  - This can be viewed by adding the [notary calendar](#) to your google calendar. **All desk staff please click that link and add the calendar!\*\*\***
5. A notary will sign up for any appointments by adding their name to the google calendar event title in parenthesis for the appointment they want to pick up. If a notary takes an appointment, they should call the person and confirm the appointment. This way the person seeking a notarization will have a name, and can tell any staff member “I have an appointment with \*INSERT NAME\*.”
6. Please use the list below to reach out to notaries directly:
  - Jennifer Scroggins ext.505
  - Kathy Kearney ext. 233 or RRA ext. 601
  - Aaron Ramirez ext. 631 or SC ext. 626
  - Sharon Rice ext. 213
  - Rose Jubert ext. 633
  - Anthony Rendon 719-252-8500 (security phone)
  - Ciara Kehoe ext. 207
  - Rebecca McGhee ext. 206
  - Lev Frank ext. 671
  - Thad Stleter ext. 695

- Alyssa Vargas Lopez ext. 656
7. Notaries will provide private notary services, whether in a study area, meeting room, or other private space.
  8. After the notary appointment-holder has come in, please mark the appointment “complete” in Communico. If they are a no-show, mark them as “complete” and note that they were a no-show.
  9. 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 no one wants to mess up the document.
    - 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 witness/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.