

Notary Public Service Policy

Robert J. Kleberg Public Library - Official Policy 4/17/2015

Notary Public Service is available for a nominal fee to library patrons during regular business hours.

Due to Notary Public not always being on site, patrons must contact the library to confirm that the Notary Public is on duty.

Patrons must present government-issued identification that includes a photo before notarization takes place.

Library Staff who serve as a Notary Public:

1. Follow the notary laws of the State of Texas.
2. Will not give professional advice on legal matters pertaining to notarizing documents.
3. Reserve the right to refuse notary service at any time.
4. Will not notarize real estate documents or transactions.
5. Is not permitted to make use of a translator to communicate with a Notary service customer.
6. The Library will not provide witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

ROBERT J. KLEBERG PUBLIC LIBRARY

220 North 4th Street
Kingsville, TX 78363-4410
Phone: (361) 592-6381
Fax: (361) 592-7461

HOURS

TUESDAY - FRIDAY: 8:00 a.m. - 6:00 p.m.
SATURDAY: 9:00 a.m. - 1:00 p.m.
SUNDAY: Closed
MONDAY: Closed