



Contact: Theresa Flood  
Theresa.flood@ecpl.lib.oh.us  
www.eastclevelandpubliclibrary.org

14101 Euclid Avenue  
East Cleveland, OH 44112  
Phone (216) 541-4128

# Press Release

## **East Cleveland Public Library to Offer Notary Services**

In order to add to its commitment to providing multiple services to the community, East Cleveland Public Library is offering free notary services. Notary services must be scheduled during regular hours of the East Cleveland Public Library, Monday-Thursday 10-7 and Friday 10-6. (No notary services 30 minutes prior to closing or on weekends.) There is no guarantee that a notary will always be available, and certain restrictions apply regarding the notarization of specific types of documents. Notaries are subject to the Ohio Revised Code, Section 147.

There is no charge for notary services at East Cleveland Public Library. To ensure that patrons' needs are met, patrons may make appointments online ([www.eastclevelandpubliclibrary.org](http://www.eastclevelandpubliclibrary.org)) or by contacting the Library by (216-541-4128) phone or in person. Appointments will be made on a first-come, first-served basis.

Identification requirements include a valid government-issued photo, and anyone under the age of 18 must have a certified copy of their birth certificate or a current school ID with photo. Also, patrons must have a valid ECPL or CLEVNET library card with no outstanding fees over \$75. If witnesses are required, the library will not provide them and they may not be solicited from library patrons or staff. Witnesses must be familiar with the patron whose document is being notarized. Witnesses are also required to have a valid government issued photo identification.

For any further questions regarding ECPL's notary services, please contact the Library or refer to the East Cleveland Public Library's Notary Policy. While the library is happy to be able to offer this service to the community please know that there are certain documents that the staff will **not** notarize, and library staff retains the right to decline service should circumstances regarding the appointment raise doubt about legal obligations as outlined in the Ohio Revised Code, Section 147.