

Notary Services

Notary services are free of charge at the Harris County Robert W. Hainsworth Law Library. To receive notary services, please visit the front desk, Monday – Friday, 8:00a.m. – 4:45 p.m.

Identification

Bring a current, valid form of government-issued identification (U.S. or state) that contains your photo, name, and signature. Examples include:

- Driver's License
- Identification Card
- Temporary receipt for a Driver License or ID (actual receipt) issued by the Texas Department of Public Safety
- U.S. Passport
- U.S. Military ID
- Permanent Resident ID issued by USCIS.

Please note that a current foreign passport may be used only for deeds or other real estate transactions.

Signers and Witnesses

All signers must be present at the time the document is to be notarized.

Witnesses must have personal knowledge of the individual requesting the notarization. As such, notaries and Law Library staff are not permitted to act as witnesses for library patrons. Witnesses must provide valid photo identification. Please refer to the list of acceptable forms of identification.

Documents

- Bring all documents needing notarization.
- Documents should be complete, ready for signature, and include a notarial certificate. A Notary Public cannot determine the type of notarial certificate to be used. To see some sample certificates from the Texas Secretary of State, please click on the following link: [Sample Forms](#)
- The notary can attest only to documents signed in his/her presence.

Communication with the Notary Public

A Notary Public and the individual requesting notarization must be able to communicate directly with each other. Notaries are not permitted to use a translator to communicate with the individual requesting the notarization.

A Notary Public has a right to refuse or stop notarization.

Notaries will not provide service if the document, identification, or circumstances raise any issue of authenticity or uncertainty for the Law Library. The Notary Public may, at his/her sole discretion, decline to provide notary service.

A Notary Public cannot provide legal assistance.

If you need legal advice, please consult an attorney. Notaries Public and Law Library staff are

prohibited from providing legal advice or helping to prepare, complete, interpret, or understand legal documents.

Notary Public conduct is governed by Texas laws and regulations.

To learn more about these laws and regulations, please visit the following links:

[Texas Government Code Chapter 406](#)

[Texas Secretary of State Title 1 Administrative Rules](#)

[Texas Secretary of State Chapter 87 Administrative Rules](#)

[Texas Civil Practice and Remedies Code Chapter 121](#)