

Policy Manual – Operating

NOTARY POLICY

Library Notaries witness a person signing a document or signing a sworn statement on a document. Notary services are available at the Main Library and Lake Hiawatha Branch Library.

Please note: A valid photo ID must be presented in order to have your document(s) Notarized

The Library Notary documents that:

- The signer of the document appeared before the Notary.
- The Notary positively identified the signer; and
 - The signer both acknowledged the signature as theirs, and that the signature was made willingly.

The following guidelines need to be followed in the provision of Notary Service:

- The cost will be \$2.50 per signature
 - A maximum of \$5.00 per transaction
 - And \$5.00 for Passports.
- Call ahead to make sure the notary is available or to make an appointment. We will not accept drop-ins 45 minutes before closing. When we do not have a notary available, notary service is available by appointment through several other libraries in the county.
- The person who will sign the document must be sure that the document is completely filled out—leaving no blanks except where the customer will sign the document when appearing before the Library Notary Library. Notaries may not notarize any document with blank spaces.
- **The document(s) should not be signed before arriving at the library.**
- Government issued photo identification is required of any customer seeking Notary service.
- Documents in any language other than English will not be notarized.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
 - In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at their sole discretion, decline to provide Notary service.

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- The Library Notary does not provide Notary service for wills, mortgages, deeds, birth certificates codicils, depositions, marriage licenses, I-9 forms or Powers of Attorney.
- In situations where a witness is required the Library will not provide witnesses and witnesses may not be solicited from patrons using the Library. To serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.

Adopted: 12/20/21