



PUBLIC NOTARY POLICY

Adopted by the Board of Trustees, 2017

The Library provides limited notary services. Please call the Library at 732-356-6602 before your visit to ensure that a notary is available to perform the service. The following guidelines will be followed in the provision of notary service:

- Notary service is provided on a first-come, first-served basis during the scheduled times.
- Valid photo identification is required of any patron seeking notary service (i.e.: photo driver's license, passport).
- Notary service is not available at the Library for power of attorney, mortgage documents, real estate closings, deeds, wills, living wills, living trusts, codicils, depositions or vital records.
- Public documents that cannot be copied and notarized are birth certificates, death certificates and marriage certificates.
- The Library provides only basic notary services, such as administering oaths, administering affirmations, taking acknowledgments.
- Documents must be complete and must be signed in the presence of the notary.
- Documents in any language other than English will not be notarized at this facility.
- There is a \$2.50/per signature charge on each page including original documents and photocopy pages, payable in cash or check. Notary Service is limited to three documents per person per day.
- The library will not provide witnesses and witnesses may not be solicited from patrons. In order to serve as a witness, the witness must know the person whose document is being notarized and must be in possession of valid photo identification.
- New Jersey law requires that a notary and the patron seeking notarization be able to communicate directly with each other. Library notaries are not permitted to make use of a translator.
- In accordance with NJ notarial law, notaries will not provide service if the customer, document or circumstances raise any issue of authenticity, ambiguity, or doubt. The library notary may, at her sole discretion, decline to provide notary service.