

Notary Services Policy

Library employees who hold a valid New York State Notary license are available on-site to provide notary services to guests who visit the library.

Library notary publics are required to follow all New York State laws governing notary services.

The library will pay the cost of training for library staff to become a notary public and to maintain their license. Notary services are available to guests who visit the library subject to the parameters set forth herein:

- Notary services are offered during regular library hours. Appointments are recommended, but walk-ins are welcome, subject to the availability of on-site notaries.
- A guest is limited to 10 notarizations per day. A notarization consists of one signature, one stamp and one seal.
- The library does not charge for a notarization but will accept a donation if one is made.
- Any guest utilizing the library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public.
- The library's notary service is not available for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- The library will not provide witnesses, and witnesses may not be solicited from other staff members or guests 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 New York State driver's license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the library.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- In its discretion, the library reserves its right to decline to provide notary services to a guest.

Adopted: June 20, 2022