

## **Cranbury Public Library Notary Public Service Policy**

The Cranbury Public Library offers, free of charge, notary public services for the benefit of the residents of our community. In lieu of fees, a donation may be made to the Cranbury Public Library Foundation. The following guidelines will be followed in the provision of notary service:

- It is recommended that customers seeking notary service call the Library prior to their visit to ensure that a notary is available at that time.
- Library notaries are usually available weekdays between 10:00 a.m. and 6:00 p.m., or by appointment, when the library is open.
- Notary service is provided on a first-come, first-serve basis.
- Valid photo identification is required of any customer seeking notary service.
- Documents to be notarized must be signed in person before the notary who will certify the signature.
- Notary service is limited to three documents per person, per visit.
- This facility will notarize documents written in English only.
- 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.
- Certain public documents cannot be copied and notarized. Examples of these are: birth certificates, death certificates and marriage certificates.
- Notary Service is not available for deeds, wills, living wills, living trusts, codicils, depositions, mortgages or other real estate closing documents.
- The Library will not provide witnesses and witnesses may not be solicited from other customers 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 photo identification.
- 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 notary or the Library. In this event, the notary may, at his/her sole discretion, decline to provide notary service.

The Cranbury Public Library Board of Trustees will periodically review and update this policy.

Policy Approved by the Cranbury Public Library Board of Trustees: December 14, 2010