

## ***Approved Notary Public 06.19.19***

The West Caldwell Library provides Notary Public services for the benefit of the residents of our community and adheres to the highest standards of competence and responsibility in providing Notary Public services.

Patrons needing Notary service must call the Library at 973-226-5441 prior to their visit to ensure that a Notary is available. Notary services are not available in the 45 minutes prior to the time of closing.

There is no charge for Notary service.

### **User Responsibilities**

- Valid government-issued photo identification is required of any person seeking Notary service.
- All documents must be signed in the presence of the Notary.
- All document signers must personally appear before the Notary.

**Witnesses will not be provided by the Library and witnesses may not be solicited from patrons 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.

### **Limitations**

- New Jersey law requires that a Notary must be able to read the documents to be notarized. Documents in any language other than English will not be notarized at the library.
- New Jersey law requires that a Notary and the person 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 person seeking notarization.
- Notary service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Form I-9s, or Depositions, as these types of documents can require technical or legal knowledge and are beyond the scope of this service from the library.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates, and marriage certificates. Although the Notary cannot attest to true copies of passports, driver's licenses, etc.
  - The Notary will issue a notarized Copy Certification by Document Custodian Affidavit which places the responsibility on the person making the copy.
  - In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for

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Notary service raises the issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary service.

**Notary Responsibilities**

- The Notary will ensure that the signer understands the title of the document and is signing freely and willingly. The New Jersey State Treasurer has determined that the following must be performed in any Notary acknowledgement transaction: “the Notary will review the document presented for completeness. This is not a formal legal review, such as would be performed by an accountant or attorney. Rather, it is a review to ensure there are no blanks in the document. Should blanks be discovered, the signer must either fill them in or strike them out by drawing a line or “X” through them.”
- Notaries Public in this Library shall correctly maintain a Notary journal of all notarial acts they perform.
- The Notary will establish the identity of each signer through personal knowledge or with identification documents. Identification documents must have both a photo and signature.

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