

# Fairview Free Public Library

## Library Notary Public Practices

The Fairview Free Public Library is pleased to offer notary public services for the benefit of the residents in our community.

**In accordance with New Jersey Notarial law, patrons are advised that notary services performed at the library do not constitute as a legal review of the document's contents.**

### ROLE OF NOTARY

The role of the Notary is limited to authenticating a signature. Library Notaries witness a customer signing a document.

The Library Notary documents that:

- The signer of the document appeared before the Notary;
- The Notary positively identified the signer, records the transaction in his/her ledger; and
- The signer both acknowledged the signature as his/her, and that the signature was made willingly.

**The following are guidelines that must be followed in order to have a document notarized at The Fairview Free Public Library.**

### ELIGIBILITY POLICY

- ☐ A document to be notarized must consist in legal form. Documents **cannot** be handwritten piece(s) of paper.
- ☐ Documents must be valid for the State of New Jersey.
- ☐ This facility will notarize documents written **in English only**.
- ☐ Patrons must present a library card in good standing and provide a valid form of identification. *The Notary may decline to notarize a document if the signer cannot provide acceptable ID or if the Notary doubts the validity of the document, or the identity of the person(s) signing the document.*
- ☐ Notary service is limited to three documents, per visit

- The person who will sign the document must be sure the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Library Notary.
- Notary services **will not be available for**: deeds, wills, living trusts, depositions, mortgages or other real estate closing documents.

## **FEES**

- Notary services are free of charge however, a donation at the patron's discretion can be made.

## **COMPLIANCE POLICY**

- The Notary will maintain a journal and record each transaction. The journal entry must contain the patron's name and phone number in print and information regarding documentation used for identification (for example, a driver's license number with expiration date).
- The Fairview Free Public Library Notaries hold credentials for the State of New Jersey.

## **ACCEPTABLE FORMS OF IDENTIFICATION**

The person who will sign the document must provide the Notary with at least one valid form of photo identification with a signature. The Notary may decline to notarize a document if the signer cannot provide acceptable ID.

- Acceptable forms of IDs:
  - A current valid passport from any country, written in a language that the Notary can read;
  - A valid driver's license;
  - A valid non-drivers photo identification card issued by the state or federal government;
  - A United States Military identification card.

## **SCHEDULING APPOINTMENTS**

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 5:00 p.m.

## RESTRICTIONS

- Library Notaries **will not** notarize a document that has already been signed by the patron.
- Library Notaries must be able to communicate directly with the signer. Library notaries are not permitted to make use of a translator to communicate with individuals requesting Notary services.
- If witnesses are required, the library recommends bringing an individual who is personally known to the signer. The witness must also bring photo ID. Witnesses may not be solicited from patrons using the library.
- The Library Notary cannot certify copies of vital records such as birth, marriage and death. **Note:** Certified copies of many documents such as birth, marriage or death certificates are available from the original issuing authority.