

## North Brunswick Library Notary Public Service Policy

The North Brunswick Library offers Notary Public Services for members of the public. The following guidelines will be followed in the provision of the service:

Library Notaries are scheduled during the Library's hours of operation. Notary Service is not available in the 30 minutes prior to closing time.

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. The Library can be reached by calling 732 246-3545.

Notary Service is provided on a first come first served basis.

There will be a \$2.50 charge per notary signature.

Photo identification, driver's license, passport or current employee ID, is required of any customer seeking Notary Service.

Notary Service is limited to three documents per person, per visit.

The Library will not provide witnesses, and witnesses may not be solicited from 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.

Documents in languages other than English will not be notarized at this facility.

New Jersey law requires that a Notary and a 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.

Notary Services are available for the following:

### **Administering oaths**

### **Administering Affirmations**

### **Taking acknowledgments**

Notary Service is **not available** for **deeds, wills, living wills, living trusts, codicils, depositions, mortgages** or other **real estate closing documents**.

Certain public documents cannot be copied and notarized. Examples of these are birth, death and marriage certificates.

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 Library. In this event, the Library Notary may, at his or her sole discretion, decline to provide Notary Service.