

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 Cranbury and for Cranbury Public Library cardholders. In lieu of fees, a donation may be made to the Cranbury Public Library Foundation. Persons seeking notary public services who are not Cranbury residents or Cranbury cardholders shall be charged a \$2.50 fee per signature.

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 five 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.
- Although the notary cannot attest to true copies of passports, drivers licenses, etc., the notary will issue a notarized Affidavit of True Copy (see below) which places the responsibility on the person making the copy. Please be aware, should you require a true copy of a birth, death, or marriage certificate with a raised seal, these official copies must come from the appropriate agency.
- 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.

PREPARE FOR YOUR NOTARY APPOINTMENT

- DO NOT sign your document in advance. All documents must be signed in the presence of the notary.
- All document signers must personally appear before the notary.
- 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 an attorney. Rather, it is a review to ensure that 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."

- The notary will establish the identity of each signer through personal knowledge or with identification documents. Identification must have both a photo and signature.
- The notarial certificate will be completed. This may include requiring the signer to give a verbal oath or acknowledgment.
- For a notarized Affidavit of True Copy the signer will write the following:

I __[name]_____ swear this is a true copy of ____[document]_____.

[Signature]

[Date]

The notary will sign and use his/her stamp or seal on the document.

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

Policy Approved by the Cranbury Public Library Board of Trustees: August 11, 2016