

## Notary Services Policy

The Pennsauken Free Public Library (PFPL) offers Notary Public Services for the benefit of the residents of our community.

The following guidelines will be followed in the provision of notary service:

**Note: Notary service is not available at the library for power of attorney, mortgage documents, deeds, wills, living wills, living trusts, codicils, depositions, divorce or certified copies. Also, a notary may not notarize a document for a spouse or civil union partner or any record where either receive a direct benefit. The PFPL provides only basic notary services.**

- Notary services are a courtesy provided by PFPL and not the notary's primary duty; therefore, the notary may ask the person(s) to wait while the notary attends to a patron at the desk, takes a telephone call, or tends to other library matters.
- PFPL notaries are not attorneys licensed to practice law and may not give legal advice.
- PFPL notaries are scheduled during the Library's hours of operation. Notary service is not available in the thirty (30) minutes prior to the time of closing.
- It is recommended that those seeking notary service call PFPL prior to their visit to ensure a notary is available and able to notarize their document.
- Notary service is provided on a first-come, first-served basis unless an appointment has been made.
- The notary will only attest to documents signed in their presence.
- Valid government issued photo identification is required of any patron seeking notary service (e.g. valid driver's license, valid US passport).
- PFPL will not provide witnesses, and witnesses may not be solicited from patrons using the library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid government issued photo identification.
- Only documents in English or Spanish will be notarized at this facility, depending upon the availability of a notary fluent in that language.
- New Jersey law requires that a notary and the patron seeking notarization are able to communicate directly with each other. PFPL notaries are not permitted to make use of a translator to communicate with a notary service patron.
- Certain public documents cannot be copied and notarized. Examples of these are: birth certificates, death certificates and marriage certificates, passports and divorce documents.
- In accordance with New Jersey notarial practice, PFPL notaries will not provide service if the customer, document or circumstances of the request for notary service raises any issue of authenticity, ambiguity, doubt or uncertainty for the Library or the notary. In this event, the notary may, at their sole discretion, decline to provide notary service.
- PFPL reserves the right to limit the number of signatures and seals/stamps provided.
- There is a \$ 2.50 fee for each signature notarized.