

NOTARY SERVICES POLICY

Approved by Board on 4/15/21

South Country Library employees who hold a valid New York State Notary license are available on-site to provide notary services to library patrons.

Library notary publics are required to follow all New York State laws governing the supplying of notary services.

The library will pay the cost of training for library staff to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the library subject to the conditions set forth below:

- Notary services are offered during regular library hours. Appointments are recommended, but walk-ins are welcome, subject to the availability of on-site notaries.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- A patron is limited to 10 notarizations per day.
- The library charges a fee of \$2.00 per notarized signature as per New York State Notary Public License Law guidelines.
- Any patron utilizing the library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public.
- The library's notary service is not available for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- The library will not provide witnesses, and witnesses may not be solicited from other staff members or 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 a valid New York State driver's license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the library.
- Use of a translator is not permitted during library notarizations.
- The library does not offer virtual/remote notarizations.
- In its discretion, the library reserves its right to decline to provide notary services to a patron.