



## **NOTARY PUBLIC SERVICES**

Bergenfield Public Library

The Library is happy to provide Notary service to our patrons. However, there are some restrictions that apply. Please phone ahead to make sure a notary is available.

- Notary service is available weekdays up to 4:30 p.m. Please go to the Circulation Desk first to ask for a Notary.
- Valid photo ID with signature is required. A current driver's license or passport is recommended.
- The person whose signature is being notarized must be present with appropriate ID.
- The library does not supply witnesses. Witnesses must accompany the person whose document is notarized. Witnesses will also need proper identification. Notary cannot act as a witness.
- The Library provides only basic notary services. Notary service is not available for mortgage or real estate documents, deeds, wills, living wills, living trusts, codicils or depositions.
- Notaries cannot provide legal advice or counseling regarding documents.
- Notaries reserve the right to decline service if the document(s), identification or circumstances of the request for notary service raise any issue of authenticity, ambiguity or doubt for the Library.
- The charge for notary service is \$2.50 per page, as recommended by the state of New Jersey, Department of Treasury.
- Notary fees are retained by the Library.

Notary Service Policy, Revised and Approved May 14, 2015