



NOTARY PUBLIC SERVICES POLICY

The Library is happy to provide Notary service to our patrons. Notary Service is available weekdays up to 4:30 p.m. Please visit bergenfieldlibrary.org/notary to make an appointment. Notary Services are not available in the fifteen (15) minutes prior to the time of closing.

User Responsibilities

- Users must present a valid photo ID during the scheduled appointment. A current driver's license or passport is recommended. (Identification must be physical; no digital documents will be accepted.)
- The person whose signature is being notarized must be present with appropriate ID. We recommend that you do not sign your documents until you appear before the Notary.
- All document signers must personally appear before the Notary.

Limitations

- The Library provides to the public only basic notary services, such as administering oaths, administering affirmations and taking acknowledgments. Notary service is NOT available for: mortgage or real estate documents, deeds, wills, living wills, living trusts, codicils or depositions, I-9 forms and foreign documents as these documents may require technical or legal knowledge and are beyond the scope of basic services.
- Witnesses will not be provided by the Library and witnesses may not be solicited from 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 valid photo identification. Notaries cannot act as a witness.
- New Jersey law requires that a Notary must be able to read the documents to be notarized. Documents in any language other than English or documents issued by a foreign country will not be notarized at the Library.
- New Jersey law requires that a Notary and the person 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 person seeking notarization.
- Certain public documents cannot be copied and notarized. Please note that certified copies of many documents such as birth, marriage or death certificates are often available from their original issuing agency.
- 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. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.
- 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.