

LIBRARY POLICIES

CHAPTER XVIII – NOTARY SERVICES

The Hamilton Public Library offers notary public services for the benefit of the residents of our community. Customers seeking notary service must call the Library prior to their visit to ensure a Notary is available.

The following guidelines will be followed in the provision of Notary Service:

1. Library notaries are scheduled during the library's hours of operation. Notary service is not available thirty (30) minutes prior to the time of closing.
2. Government issued photo identification is required of any customer seeking notary service.
3. The fee for notary service is \$2.50 or the maximum allowable by law and service is limited to three (3) documents per person, per visit.
4. The person who will sign the document should bring her or his own witnesses, if the document to be notarized requires witnessing. The library 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 person whose document is being notarized and must be in possession of valid photo identification.
5. Documents in any language other than English will not be notarized.
6. 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.
7. Notary service is not available for deeds, wills, living wills, living trusts, codicils, mortgages or depositions. If you have questions about the notarization of a document, call and speak with the notary before coming to the library.
8. Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates, marriage certificates, passports and divorce documents.
9. 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 library. In this event the library notary may, at his/her sole discretion, decline to provide notary service.

