

Notary Service By Appointment Procedure

- 1) Notary service will be available by appointment only. To make a reservation, patrons should call 609-581-4060, Extension 1.
- 2) The fee for notary service is \$2.50 per document, and is limited to three (3) documents per visit.
- 3) Upon arrival, patrons should call the above number to notify library staff that they have arrived for their appointment. Before entering the library, patrons will be required to have their temperature taken and answer a series of questions. Patrons may be denied entry depending on the results.
- 4) Patrons will be required to properly wear masks and gloves while having items notarized.
- 5) Only the minimum amount of people necessary should attend a notary appointment.
- 6) Once cleared to enter, a library employee will accompany the patron to the notary service area.
- 7) Patrons entering the library for notary service may utilize only this service while they remain in the building.
- 8) When the patron has finished, they will be accompanied from the building by a library employee.
- 9) This policy may be amended as necessary during the COVID-19 pandemic.

Public restrooms will NOT be available for use at this time.