

**Notary Services Policy**

(Adopted 6/2019)

Harborfields Public Library employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Notary services are available to patrons who visit the library, subject to the following:

- Notary services are offered from 10am-4pm Monday-Friday. Appointments are recommended, but walk-ins are welcome, subject to the availability of on-site notaries. It is recommended that you call the library to confirm that the notary is in the building
- 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.
- A patron is limited to 10 notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- 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 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.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.

In its discretion, the library reserves its right to decline to provide notary services to a patron.