



Notary Public Services Policy

Adopted 10.18.2023

Professional staff (Librarian or Librarian Trainee) who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library. The library will pay the cost of training for professional staff to become a notary public and to maintain his/her/their license.

Library notary publics are required to follow all New York State laws governing notary services. All notaries, including those notaries that only provide traditional in-person services, are required to keep a journal of all notarial acts performed which includes the type of identification provided, for 10 years. Additionally, electronic notaries must maintain a journal of all notarial acts as well as an audio and; video record of all electronic notarial acts performed. Accordingly, notary journals shall be maintained as follows:

“Traditional” notary journal must include:

- (1) the date, approximate time, and type of notarial acts performed;
- (2) the name and address of any individuals for whom a notarial act was performed;
- (3) the number and type of notarial services provided;
- (4) the type of credential used to identify the principal, including, for verification made where a notary relies on the oath or affirmation of two witnesses who identify themselves with a valid government issued ID and who know the document signer personally, the names of the witnesses and, if applicable, the type of credential used; and
- (5) the verification procedures used for any personal appearance before the notary public.

“Electronic” notary journal must include:

- (1) the date, approximate time, and type of notarial acts performed;
- (2) the name and address of any individuals for whom a notarial act was performed;
- (3) the number and type of notarial services provided;
- (4) the type of credential used to identify the principal, including, for verification made where a notary relies on the oath or affirmation of two witnesses who identify themselves with a valid government issued ID and who know the document signer personally, the names of the witnesses and, if applicable, the type of credential used;
- (5) the verification procedures used for any personal appearance before the notary public;
- (6) for electronic notarial acts, identification of the communication technology, certification authority, and verification providers used; and
- (7) an actual audio/video recording of the act.

In-person Notary services are available to patrons who visit the library subject to the parameters set forth herein:

- Policy Notary Public services are offered during regular library hours.
- Appointments are recommended, but walk-ins are welcome, subject to the availability of on-site notaries.
- A patron is limited to 10 notarizations per day. A notarization consists of one signature, one stamp and one seal.
- 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.
- 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.
- The library does not charge for a notarization but will accept a donation if one is made.
- In its discretion, the library reserves its right to decline to provide notary services to a patron.

Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.