

# Waldwick Library

## Notary Public Policy

The Waldwick Public Library offers Notary services for the benefit of the community. Although there are multiple notaries on staff, they are not always available and it is strongly suggested patrons call ahead (201-652-5104) to be sure a notary is available at the desired time. The following guidelines will be observed in the provision of Notary service:

- Library Notaries are scheduled during library hours of operation. Notary service is not available during the 20 minutes before closing
- **DO NOT SIGN the document before coming to the Library.** In-person signing of the document must take place in the presence of the Notary
- The person whose signature is being notarized must present identification. A valid (government issued) photo ID with a signature must be presented: a current driver's license, county ID, or passport is recommended
- A Notary Journal of all notarial acts performed in this Library will be maintained as a public record
- Notaries may not notarize blank forms
- Documents must be clearly understood by the Notary. Documents in any language other than English will not be notarized at the Library
- In accordance with New Jersey Notarial Law, Notaries will not provide service if the patron, document, or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In the event, Notaries may, at their sole discretion, decline to provide Notary service
- New Jersey notaries cannot certify copies of public documents such as birth certificates, marriage certificates or death certificates. They can instead administer an oath to the "document custodian" affirming that the attached document is a correct copy of the original
- Notaries cannot provide legal advice or counseling regarding documents.
- Notary service is provided free of charge to Waldwick residents. For those living outside of Waldwick, the fee is \$2.50 per Notary signature.