



NEW ROCHELLE PUBLIC LIBRARY NOTARY SERVICES POLICY

1. POLICY

Library staff who hold valid New York State notary licenses are available on-site to provide notary services to patrons who visit the library. This service is available when our NYS commissioned staff members are on duty and available. Therefore, availability of notary services depends on their schedule. Library notaries public are required to follow all New York State laws governing notary services. The library pays the cost of training for library staff to become notaries public and to maintain their licenses, and it insures them for notary services performed while on duty.

2. How To Obtain Services

2.1. IMPORTANT: Do not sign your document until you are in front of the notary!

2.2. If you need notary service, please call the library at (914) 813-3737 before your visit to ensure a notary is available. Notary service is on a first-come, first-served basis and cannot be guaranteed to people who do not call first to make an appointment.

2.3. Notary service is not available in the 30-minute period before closing time.

2.4. Notary services are provided free of charge. You are limited to 5 notarizations per day. A notarization consists of one signature and one stamp.

3. You Must Bring Sufficient ID

3.1. Even if we have known you for years, it is important to bring the right form of identification so our notary can help you. The notary is legally required to ask for this identification.

3.2. The right form of identification is one of these:

EITHER a government-issued identification card that is:

- i. valid and current,
- ii. has your photo,
- iii. has an accurate physical description (if applicable to that ID), and includes your signature.

Examples include a driver's license or non-driver ID, passport, military ID, or green card.

OR two separate current documents issued by an institution, business entity, or government with your signature, for instance: a lease or rental agreement, ID card, real estate deed, mortgage document, loan agreement, power of attorney form, business contract, affidavit, or marriage certificate.

OR an oath or affirmation from two people who know you, are there with you, and have the right form of identification for themselves.

- 3.3. If you have Power of Attorney for someone and need to sign for them, you must bring your Power of Attorney authorization. Then when you sign your name in front of the notary, add "as attorney-in-fact for (whoever you're signing for)."
- 3.4. You and any witnesses must be able to communicate with the notary. Translators are not permitted. The library can only offer notary services to people who speak English because we cannot guarantee that any of our notary staff speak other languages.

4. Documents You Can Have Notarized

- 4.1. The name on the document to be notarized must match your identification exactly. You should complete all information on the document, **except for the signature line**, leaving no blanks. Notaries will not notarize any document with blank spaces. The complete document must be present at the time of notarization (all the pages) and **must only be signed in front of the notary**.
- 4.2. The notary must be able to read and understand what they have been asked to notarize. Documents in any language other than English will not be notarized at the library unless the notary is fluent in that language. Again, we cannot guarantee that the notaries speak any language other than English.
- 4.3. The library's notary service is not available for vital records such as birth certificates, death certificates, and marriage certificates. Documents requiring an electronic signature, documents with photocopied signatures, blank pages, or pages containing only signatures and notary information, or documents that do not contain a specific and legally authentic section will not be notarized by the library notaries.
- 4.4. Library notaries cannot certify copies of documents.
- 4.5. We at the library cannot verify job titles or positions held by people other than library Staff or Trustees. Therefore, documents requiring the notary to verify someone's job title or position, except for library Staff or Trustees, will not be notarized by library notaries.
- 4.6. Library notaries cannot pre-date or post-date a notarization.

4.7. Library notaries cannot notarize any documents electronically. They can only notarize in person on paper.

5. Recordkeeping

If you want library notary services, you must first read this policy and, by accepting notary service, you agree to follow this policy. In accordance with the New York State notary License Law, the notary will record your information in a notary public journal. This journal will be kept for 10 years and is used to discourage fraud and provide evidence if there is ever a question in court about the validity of a notarized document. In agreeing to this policy, you agree that your information, as recorded in the journal, will be given to legal authorities if a warrant or subpoena is issued for this information.

6. No Legal Advice

Library notaries public are not attorneys licensed to practice law and are not allowed to give legal advice or help you prepare or fill out your document. A notary's role is only to authenticate your signature. You should be aware that, by notarizing a document, the notary is not giving a legal review of the document's contents.

7. Right to Refuse Service

7.1. Notaries will not provide service if you, your document, or the circumstances of your request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the notary. In this event, the notary may, at their sole discretion, decline to provide notary service.

7.2. The library also reserves the right to refuse notary services at its discretion.

Adopted by New Rochelle Public Library Board of Trustees on February 12, 2026