

South Huntington Public Library NOTARY SERVICES POLICY

(Adopted 9/21/20)

South Huntington 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.

Library notaries public are required to follow all New York State laws governing notary services.

The library will pay the cost of training for library staff to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit South Huntington Public Library subject to the parameters set forth herein:

- Notary 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 may be limited to 10 notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- 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 in black ink.
- The library's notary service is not available for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages or transfers of property), I-9 forms, 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 a valid New York State driver's license or other government-issued photo identification.
- The library's notary service is not available to certify that a document is a true and accurate copy of an original document.
- Documents in any language other than English will not be notarized at the library.
- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Library notary publics are not attorneys licensed to practice law, and they may not give legal advice.
- At its discretion, the library reserves its right to decline to provide notary services to a patron.
- Library Notaries do not administer oaths as to the truth of a document's contents.