



**POLICY FOR NOTARY SERVICES**

1. Notary service is available to Millburn Township residents, to individuals who work in town and can provide proof of such employment, and to non-residents who have purchased an out-of-town membership to the Millburn Library.
2. Appointments are recommended for notary service. Walk-in service may be available at the discretion of the notary on duty. Because notary service is in addition to the staff member's regular duties, delays may be possible and requests to return at a future appointed time may be made based on library staffing levels and the amount of time estimated to complete the notary service.
3. The notary will keep a record of all patrons using this service, including contact information. Proper identification in the form of a current government-issued photo ID must be provided. Examples of acceptable ID are an unexpired driver's license or an unexpired passport.
4. Documents to be signed must be signed in the presence of the notary.
5. If a document to be notarized must be witnessed by others, the patron must provide their own witnesses. Library staff and other library patrons are not available to witness documents. The witnesses must provide photo identification.
6. No fee will be charged for notary service. However, donations to the library will be accepted.
7. The notary has the final decision as to which documents will be notarized. In accordance with New Jersey law, notaries will not provide service if the customer, document or circumstances of the request raise any issue of authenticity, ambiguity, doubt or uncertainty for the notary. In this event, the notary may, at his or her sole discretion, decline to provide the notary service.
8. The notary cannot notarize wills or deeds of property. Certain public documents also cannot be copied and notarized, such as birth certificates, death certificates and marriage certificates. The notary will not notarize true copies of documents. The patron may write "I declare this is a true, exact and unaltered photocopy of xxxxxx" and then sign and date this before the notary. The notary will then notarize this signature.
9. The notary cannot notarize documents written in a language that he or she cannot read and understand.
10. The notary and the patron seeking the notarization must be able to communicate directly with each other. Translators are not permitted.
11. There is a limit of 5 (five) documents per patron per day.
12. Notary service is generally available Monday – Thursday from 10:00 a.m. – 5:00 p.m. and on Fridays from 10:00 a.m. – 4:30 p.m. Not all staff members are notaries. Patrons are advised to call to confirm availability of the service prior to visiting. See # 2 above: appointments are recommended.
13. The Notary does not give legal advice or provide legal references.