

## **West Nyack Free Library Notary Public Service Policy**

The West Nyack Free Library offers Notary Public services for the benefit of the community. These services are provided in accordance with the following guidelines:

- It is recommended that patrons call the library to ensure that a Notary Public is available when they plan to visit.
- Notary service is on a first-come, first-served basis.
- Notary service is provided free of charge.
- Library Notary Publics are not Attorneys licensed to practice law, and they may not give legal advice.
- The library does not offer virtual/remote notarizations.
- Any patron utilizing the library's notary services must personally appear, present a valid New York State or other US State driver's license or other government-issued photo identification and sign before the notary public.
- Notary service is limited to ten (10) documents per day.
- Documents in any language other than English cannot be notarized here.
- A Notary and the person seeking notarization must be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator in a transaction with a Notary patron.
- 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 for deeds and other real estate documents (e.g., mortgages and satisfaction of mortgages), wills, living wills, trusts, codicils, powers of attorney, depositions, immigration documents, or vital records. These types of documents can require specialized legal knowledge and are beyond the scope of this service.
- Other specific public documents cannot be copied and notarized. Examples are United States birth certificates, death certificates, and marriage certificates.
- 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 such event, Notaries may, at their sole discretion, decline to provide Notary service.
- Please also note: The Rockland County Clerk's Office, located at 1 South Main Street, Suite 100, in New City will also notarize eligible documents free of charge. You may contact (845) 638-5070 for more information.

Amended by the West Nyack Free Library Board of Trustees on 8/4/22

Adopted by the West Nyack Free Library Board of Trustees on 7/17/17