



## Notary Public Service Policy

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The Belleville Public Library and Information Center offers Notary services for the benefit of the community. The following guidelines will be observed in the provision of Notary service:

- The Library Notary is available Monday – Friday 9am – 3pm.
- It is recommended that patrons call the library to ensure that a Notary is available when they plan to visit.
- Notary service is on a first-come, first-served basis.
- Notary service is a \$2.00 charge per Notary signature.
- Valid (government-issued) photo identification is required for everyone requesting notary service.
- Notary service is limited to three (3) documents per person, per visit
- The Belleville Public Library will not provide witnesses, and witnesses may not be solicited from among other patrons. To serve as a witness, the witness must personally know the person whose documents are being notarized and must present a valid photo identification.
- Documents in English or Spanish can be notarized. Documents in any other language cannot be notarized here.
- Notaries may not notarize blank forms.
- New Jersey requires that a Notary and the person seeking notarization 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.
- Certain public documents cannot be copied and notarized. Examples are United States birth certificates, death certificates, and marriage certificates
- Notary service is not available for deeds, codicils, or depositions.
- 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 this event, Notaries may, at their sole discretion, decline to provide Notary service.

*Policy Subject to Revision*

*The Belleville Public Library and Information Center's "Notary Policy" may be revised from time to time.*