MOFFAT LIBRARY OF WASHINGTONVILLE
NOTARY SERVICES POLICY

Moffat Library of Washingtonville ("Library") offers notary public services, subject to the following:

• Library employees who hold a valid New York State Notary license are generally available on-site to provide notary services to the public during regular operating hours subject to availability. The Library does not guarantee the availability of a notary at any given time and recommends appointments be made by calling (845) 496-5483 x 324.

• Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

• The Library charges a fee of $1.00 per signature.

• A person may be limited to five (5) notarizations per day. A notarization consists of one signature and one stamp.

• Any person utilizing the Library’s notary services must appear in person with the entire document to be notarized, present a valid New York State driver’s license or other government-issued photo identification, and sign the document to be notarized in the presence of the notary public.

• 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 valid New York State driver’s license or other government-issued photo identification.

• The Library’s notary services are not available for deeds and other real estate documents (e.g., mortgages, mortgage refinancings, and satisfactions of mortgages), wills, living wills, trusts, codicils, depositions, divorce documents, vital records (birth certificates, death certificates, marriage licenses), I-9 Forms, or any document not in English.

• Library notaries cannot certify copies of vital records (birth certificates, death certificates, and marriage licenses), passports, social security cards, or other documents.

• Library notaries cannot pre-date or post-date a notarization.

• Library notaries cannot notarize any documents electronically (e.g., online).

• Library notaries do not provide legal advice and should not be relied upon as such.
• Acceptance of notarization is at the sole discretion of the notary. Library notaries reserve the right to decline to provide notary services to any person.

Adopted by the Board of Trustees
September 1, 2022