

**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*