

## **The Julia L. Butterfield Memorial Library Notary Services Policy**

The Butterfield Library ("Library") employees who hold a valid New York State Notary license are available to provide limited notary services via a scheduled appointment, for free. Notaries complete notarial certificates using their official notary stamp and signature. Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

Notary services are available to patrons who scheduled an appointment, subject to the following parameters:

- Notary services are offered for a limited number of hours. The Library makes no guarantees or warranties concerning the availability of the notary at any given time. Currently, notary services are on an appointment-only basis and subject to the availability of the notary.
- A patron is limited to two (2) notarizations per day. A notarization consists of one signature and one stamp.
- The Library does not charge for notarization services.
- Any patron utilizing the Library's notary services must personally appear, present a valid government-issued photo identification (e.g., passport or State-issued identification card).
- Patrons seeking to use the Library's notary service must sign document(s) in front of the notary public. Notaries will not notarize pre-signed documents.
- You must bring the complete document, with blanks filled-in (except the signature).
- Original documents must be provided. Notaries cannot certify copies of documents.
- The Library's notary service is not available for deeds, and other real estate documents (i.e., mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions.
- Library notaries will not act as affiants for the purposes of executing affidavits of comparison, or the like.
- 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.
- Documents in any language other than English will not be notarized at the Library.
- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Notaries cannot pre-date or post-date an action, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest.

- The Library's free notary service is intended for simple documents that do not require special expertise.
- Notaries may refuse to provide notary services if they have a conflict of interest, are a party to the document, or have reason to believe that the document is false, misleading, or fraudulent.
- In its discretion, the Library reserves its right to decline to provide notary services to a patron for any lawful reason.
- By using the Library notary services, patrons acknowledge that the Library and the individual notary public are not liable for any damages or losses incurred as a result of the notary services provided.
- The Library and the notary public are not responsible for the content or legality of the document being notarized.

Adopted: January 29, 2025