



Borough of
RUTHERFORD
Department of Health

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Jennifer Galarza
Health Official

NOTARY PUBLIC POLICY

The Rutherford Health Department offers free Notary Public Service to Rutherford residents and businesses only.

The Notary is generally available from 8:30am-4:15pm, Monday-Friday. Notary Service is not available in the fifteen (15) minutes prior to the time of closing.

Rutherford residents and businesses seeking Notary service must call the health department to make an appointment prior to their visit to ensure that the Notary is available.

A valid photo identification—e.g., Driver's License, Non-Driver ID (issued by the Motor Vehicle Commission), Passport—is required of any customer seeking Notary service.

The Notary cannot provide legal advice or counseling regarding your documents.

The Notary will only attest to documents signed in his/her presence.

Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Depositions, Mortgages or other Real Estate Closing documents.

The person who will sign the document must ensure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. The Notary will not notarize any document with blank spaces.

The Health Department will not provide witnesses and witnesses may not be solicited from customers or staff at the health department. 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 photo identification. The witness must appear in person with the customer.

New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a customer. Documents in any language other than English will not be notarized at this facility.

Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage certificates.

Notarized documents will not be copied, faxed, or emailed by the health department.

In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty. In this event, the Notary may, at his/her sole discretion, decline to provide Notary service.