

West Nyack Free Library Notary Public Service Policy

The West Nyack Free Library offers Notary services for the benefit of the community. The following guidelines will be observed in the provision of Notary service

- 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 provided free of charge.
- Valid (government-issued) photo identification is required for everyone requesting notary service.
- Notary service is limited to ten (10) documents per person, per visit.
- Documents in any language other than English cannot be notarized here.
- A Notary and the person seeking notarization must 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.
- 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 the event, Notaries may, at their sole discretion, decline to provide Notary service.

A list of other Notary options will be available to the public.

Approved by the West Nyack Free Library Board of Trustees 7/17/17