

Metuchen Public Library

480 Middlesex Avenue
Metuchen, NJ 08840
www.metuchenlibrary.org
732-632-8526

NOTARY PUBLIC SERVICE POLICY

The Metuchen Public Library offers notary public services for the benefit of the community. The following guidelines will be followed in the provision of notary service:

- Notary service hours and fees are posted in the library and on the library website. To ensure notary availability, please call 732-632-8526 in advance.
- Notary service is a courtesy provided by the Metuchen Public Library and is not the notary's primary duty; therefore, the notary may ask the person to schedule an appointment or wait while the notary performs other library duties as needed.
- Notary service is provided on a first-come, first-serve basis.
- Valid photo identification (e.g. driver's license, passport or current employee photo ID) is required of any customer seeking notary service.
- Notary service is limited to three documents per person, per visit. The library reserves the right to limit the number of signatures and seals/stamps required.
- All documents to be notarized must be signed in the presence of the notary.
- Our notaries cannot notarize the following types of documents:
 - Deeds, wills, power of attorney, living wills, living trusts, codicils, depositions, mortgages or other real estate closing documents.
 - Public documents, such as birth certificates, death certificates, adoption records and/or marriage certificates
 - Foreign pension forms or I-9 Form
 - Documents in any language other than English
 - Blank forms
- The notary can issue a notarized affidavit of a copy, and witness the signature. This places the responsibility on the person making the copy. The library will not take responsibility for notarized copies that are unacceptable for their intended purpose.
- Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- The library will not provide witnesses, and witnesses may not be solicited from library patrons. A witness must personally know the person whose document is being notarized. Witness(es) must provide valid photo identification.

- New Jersey law requires that a notary and a customer seeking notarization be able to communicate directly with each other. Library notaries are not permitted to make use of a translator to communicate with a notary service customer.
- In accordance with New Jersey Notarial Law, notaries will not provide service if the customer, the document, or any circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library.
- Should a problem appear or occur, the library notary may at his or her sole discretion, decline to provide notary service.

1st Reading 4/9/2019

2nd Reading & Adopted 5/14/2019