

Notary Services

Notary Services are offered free of charge for the benefit of the community. Library employees who hold a valid New York State Notary License are available on-site in the Library during regular operating hours, with the exception of 30 minutes before closing. Appointments are strongly recommended to ensure the availability of on-site notaries.

Notary appointments can be scheduled online through the Library's website. Patrons can also call the Library to make an appointment and/or confirm the availability of a Notary on-site.

Any member of the community utilizing the Library's notary services must appear in-person and present a valid New York State Driver's license or other government-issued photo identification. The document to be notarized must be signed in the presence of the Notary. The complete document must be present at the time of notarization.

Library Notaries **WILL NOT** do the following:

- notarize a will, trust, living will, codicil or any similar document establishing terms for the disposition of one's property to take effect after death (Note: a "consent to probate" or "waiver of process" may be notarized by a Library Notary.)
- notarize a marriage certificate or any related documents.
- verify that a document is a true and accurate copy of an existing record or document.
- provide legal advice and should not be relied upon as such.
- pre-date or post-date a notarization.
- provide witnesses. 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. The witness must also be present at the time of notarization.

Please note that documents in a language other than English are not eligible for notarization at the Library at this time. Library Notaries must be able to communicate directly with the signer without the use of a translator.

The Library reserves the right to refuse notary services at its discretion.