



NOTARY PUBLIC POLICY

The Washington Township Public Library offers Notary Public service for the benefit of the residents of our community.

The Notary is available by appointment on Monday, Wednesday and Friday, between 10 am and 2 pm. Appointments can be made on the website, www.wtpl.org.

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 following guidelines will be followed for all notary service requests:

- The Notary cannot provide legal advice or counseling regarding your documents.
- **The Notary does not provide services for wills, mortgages, deeds, birth certificates, depositions, marriage licenses or Power of Attorney documents. These documents may be handled by an attorney.**
- The Notary will only attest to documents signed in his/her presence. The document must not be signed prior to arrival to the appointment with the notary.
- 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 may not notarize any document with blank spaces.
- The Library will not provide witnesses and witnesses may not be solicited from customers or staff using the Library, unless the person is known by a library staff. 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.
- 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.
- Notary services are free to residents of Washington Township. Non-residents will pay a nominal fee of \$2.00 per notarization.