

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | [www.mopl.org](http://www.mopl.org)

## **The Mount Olive Public Library's Notary Public Policy**

The Mount Olive Public Library offers Notary Service during Library hours of operation on a drop-in basis and is subject to staff availability. Please come in **NO** later than forty-five (45) minutes prior to closing. It is highly recommended that the person needing this service call ahead to the Library to confirm hours and availability of notary service.

Documents in any language other than English cannot be notarized in this Library.

New Jersey law requires that a Notary and the 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.

The person who will sign the document must make sure that the document is completely filled out- leaving no blanks other than the line designated for the customer's signature appearing before the Library Notary. Library Notaries will not notarize any document with blank spaces.

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 for the Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary service.

Library Notaries witness a person signing a document or signing a sworn statement on a document. The Library Notary documents the following:

- ⇒ The signer of the document appeared before the Notary,
- ⇒ The Notary positively identified the signer; and
- ⇒ The signer both acknowledged the signature as his or hers, and
- ⇒ that the signature was made willingly.

The following guidelines will be observed in the provision of Notary service:

- ◆ Notary Service is on a first come first-served basis.
- ◆ Notary Service is provided free of charge to Mount Olive Public Library card holders. For those without a card, the fee is \$2.00 charge per Notary signature.
- ◆ Valid (government issued) photo identification is required for everyone requesting Notary Service.

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- ◆ The document(s) that need Notary Services should always have a jurat with the notarization – language to the effect of “sworn and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ in the year of \_\_\_\_\_ or an alternative piece of language with a similar affidavit.
- ◆ To serve as a witness, the witness should have an acquaintance with the individual whose document is being notarized and must be in possession of a valid (government issued) photo identification.
- ◆ For documents that require a witness, The Mount Olive Public Library will not provide witnesses, nor can witnesses be solicited from other patrons using the Library.
- ◆ The Library Notary does not provide Notary service for copies of original documents.
- ◆ The Library Notary does not notarize blank forms.
- ◆ Certain public documents cannot be copies and notarized such as United States birth certificates, death certificates, and marriage certificates.
- ◆ Notaries cannot, under any circumstance, explain to a signer what a document should or should not say/state. This could be misconstrued as “giving legal advice.”
- ◆ The Notary may provide copy certification.