

## **Cranbury Public Library Notary Public Service Policy**

The Cranbury Public Library offers, free of charge, notary public services for the benefit of the residents of Cranbury and for Cranbury Public Library cardholders. In lieu of fees, a donation may be made to the Cranbury Public Library Foundation.

The following guidelines will be followed in the provision of notary service:

- Valid photo identification is required of any person seeking notary service.
- Documents to be notarized must be signed in person before the notary who will certify the signature.
- Notary service is limited to five documents per person, per visit.
- All documents to be notarized must be written in English.
- New Jersey law requires that notary services proceed in a single language. Translation is not permitted.
- The notary cannot attest to true copies of passports, drivers licenses, etc. Instead, the notary can issue a notarized Affidavit of True Copy (see also below), where responsibility rests with the person presenting the copy. A copy of a birth, death, or marriage certificate bearing a raised seal can only be issued by the appropriate agency.
- Notary Service is not available for deeds, wills, living wills, living trusts, codicils, depositions, mortgages or other real estate closing documents.
- It is the responsibility of those seeking notary services to provide witnesses. To serve as a witness, a potential witness must be personally acquainted with the petitioner and must be in possession of valid photo identification.
- In accordance with New Jersey Notarial Law, notaries will not provide service if the petitioner, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the notary or the Library. In this event, the notary may, at his/her sole discretion, decline to provide notary service.

### **PREPARE FOR YOUR NOTARY APPOINTMENT**

- DO NOT sign your document in advance. All documents must be signed in the presence of the notary.
- The notary will ensure that the signatory understands the title of the document and is acting freely and willingly.
- The New Jersey State Treasurer has determined that the following must be performed in any notary acknowledgement transaction: “the notary will review the document presented for completeness. This is not a formal legal review, such as would be performed by an accountant or an attorney. Rather, it is a review to ensure that there are no blanks in the document. Should blanks be discovered, the signer must either fill them in or strike them out by drawing a line or “X” through them.”
- The notary will establish the identity of each signatory through personal knowledge or by means of identification documents. Identification must have both a photo and signature.
- The notarial certificate will be completed. This may include requiring the signer to give a verbal oath or acknowledgment.

- For a notarized Affidavit of True Copy the signer will write the following:  
I \_\_[name]\_\_\_\_\_ swear this is a true copy of \_\_[document]\_\_\_\_\_.

\_\_\_\_\_  
[Signature] [Date]

The notary will sign and use his/her stamp or seal on the document.