



## Notary Services Policy

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The Orangeburg Library offers Notary services for the benefit of the community. The following guidelines will be observed in the provision of Notary service:

1. It is recommended that patrons call the library prior to ensure that a Notary is available when they plan to visit.
2. Notary service is on a first-come, first-served basis, at the availability of staff.
3. Notary service is provided free of charge. Please do not offer to pay or tip notaries.
4. Valid, current (government-issued) photo identification is required for everyone requesting notary service e.g. Driver's license, passport.
5. Notary service is limited to ten (10) pages per person, per visit.
6. Documents in any language other than English cannot be notarized.
7. A Notary and the person seeking notarization must be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator in a transaction with a Notary patron.
8. In accordance with New York State law, certain public or legal documents cannot be copied and notarized. Examples are United States birth certificates, death certificates, marriage certificates, driver's license, passport.
9. If a witness is required (in addition to notarization), patrons must be accompanied by their own witness.
10. Notary service is not available for closings, deeds, wills, living wills, power of attorney, divorce, depositions, immigration, or codicils.
11. Notaries will not provide service if the patron, document, or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In the event, Notaries may, at their sole discretion, decline to provide Notary service. If you disagree with the decision of the Notary, please contact the library director.
12. Information on other libraries that offer notary options can be obtained at our Circulation desk.