



## **Notary Public Policy Schuylerville Public Library**

The Schuylerville Public Library offers free notary public services for the benefit of the residents of our community. Library notaries are scheduled to work during the Library's regular hours of operation.

- Notary service is not available in the thirty minutes prior to the time of closing.
- Notaries are limited to notarizing three documents per person, per visit.
- Customers seeking notary service should call the Library at (518)-695-6641 prior to their visit to ensure that a notary is available. Notary service is on a first come, first served basis and cannot be guaranteed to customers who do not call in advance to make an appointment.
- Valid government issued photo identification is required of any customer seeking notary service.
- Notary service is not available for deeds, mortgages, wills, powers of attorney, living wills, living trusts, codicils, or depositions. Certain public documents cannot be copied and notarized; examples are: birth certificates, death certificates, and marriage certificates.
- Notaries cannot pre-date or post-date a document or act, prepare a legal document or give advice on legal matters, or notarize documents in which they have a personal interest. Notaries may not notarize blank forms.
- The Library will not provide witnesses, and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must also be in possession of a valid photo identification.
- Since the notary must be able to read and understand what he or she has been asked to notarize, documents in any language other than English will not be notarized at the Library.
- Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- The Library and the Library Notary reserve the right to refuse notary service at any time.