

Approved - Feb. 2023

Notary Services Policy

The Bronxville Public Library provides Notary Public services for the benefit of our community and adheres to the highest standards of competence and responsibility in providing Notary Public services.

It is highly recommended that Library users seeking Notary Service call in advance (914-337-7680) of their visit to ensure that a Notary is available at that time. Notary services are available depending on staff availability. Notary Service is a BPL courtesy and provided on a first-come, first-served basis. During busy times, it may not be possible to fulfill a notary request and users will be asked to return another time. Requests to notarize documents relating to the Village of Bronxville (e.g. building permits) may be referred to Bronxville Village Hall for notary service.

- Notary service is free for residents of Bronxville and Westchester County. .
- For non-Westchester residents, the charge for Notary service is \$2.00 per notary signature.
- Limit of two documents per day.

User Responsibilities

- Valid government-issued photo identification is required of any person seeking Notary Service.
- All documents must be signed in the presence of the Notary.
- All document signers must personally appear before the Notary.
- Witnesses will not be provided by the Library and witnesses may not be solicited from persons using the Library. 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 government-issued photo identification.

Limitations

- The Notary must be able to read the documents to be notarized. Documents in any language other than English will not be notarized at BPL. The 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 to communicate with a person seeking notarization.
- Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Form I-9's, or Depositions, as these types of documents can require technical or legal knowledge and are beyond the scope of this free service. Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death

certificates, and marriage certificates. Although the Notary cannot attest to true copies of passports, driver's licenses, etc, the Notary will issue a notarized Copy Certification by Document Custodian Affidavit which places the responsibility on the person making the copy.

- Notaries cannot provide legal advice or counseling regarding documents.
- 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 Notary. In this event, the Notary may, at his/her sole discretion, decline to provide Notary Service.

Notary Responsibilities

- The Notary will ensure that the signer understands the title of the document and is signing freely and willingly.
- The Notary shall correctly maintain a Notary journal of all notarial acts they perform at the Library and such journal shall be kept in a secure location which shall be shared with the Library Director.
- The Notary will establish the identity of each signer through personal knowledge or with identification documents. Identification documents must have both a photo and signature.