

MOUNTAINSIDE PUBLIC LIBRARY
GUIDELINES FOR NOTARY SERVICE

In addition to the rules and regulations that govern notaries, the following guidelines are in place:

1. Notary service is available to Mountainside residents, to patrons who work in town and can show proof of such employment, to patrons who have purchased out-of-town memberships and to MURAL patrons.
2. Notary service is available by appointment. Walk-in service may also be available. Because notary service is in addition to the staff member's regular duties, some delays may be possible.
3. Proper identification, in the form of a current government issued photo ID, must be provided. Some examples are: driver's license, passport, military ID card or resident alien card.
4. If a document to be notarized must be witnessed by others, the patron must provide the witnesses. Library staff members are not available to witness documents.
5. Notary will keep a record of all names using this service.
6. No fee will be charged for notary service.
7. Notary has the final decision as to which documents will be notarized. Notary has the right to refuse to notarize documents if there appear to be any irregularities. Notary cannot notarize wills or deeds to property.
8. Notary does not give legal advice or legal references.

Mountainside Library Policy
First adopted March 2001
Revised 5/18/2016

Amended by the Board of Trustees of the Mountainside Public Library at a public meeting, following normal public notice, on May 18, 2016.