

BANCROFT PUBLIC LIBRARY

NOTARY SERVICES POLICY

Notary services are offered at Bancroft Public Library. The Library makes no guarantees or warranties concerning the availability of notaries at any given time. Appointments are recommended

Bancroft Public Library employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

The Library will pay the cost of training for Library Director and Deputy Director to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the Library, subject to the following parameters:

- Notary services are offered during regular library hours. Customers seeking notary services should call the Library at 518-854-7463 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.
- Notary service is not available in the thirty minutes prior to the time of closing.
- A patron may be limited to 2 notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- Any patron utilizing the Library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public. The Library does not offer Remote Notarization under any circumstances.
- The Library's notary service is not available for deeds, and other real estate documents (i.e., mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney 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 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 other staff members or patrons 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 New York State driver's license or other government-issued 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 not notarized at the Library.
- Library Notaries are not permitted to make use of a translator to communicate with a notary service customer.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- The Library and the Library Notary reserve the right to refuse notary services at any time.

Adopted: February 14, 2023