

# ENGLEWOOD PUBLIC LIBRARY

## POLICIES

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### **NOTARY PUBLIC SERVICES**

The Library is happy to provide free notary service to all members of the public. Some restrictions apply, however. Notary service is available weekdays from 9:30 am to 4:30 pm. Please phone the administrative office of the library at 201-568-2215 x221 to make sure the notary is available at the time you would like to come in.

The person whose signature is being notarized must present a valid photo ID, specifically a current driver's license or a passport. Any required witnesses must accompany the person whose document is to be notarized and must also present proper identification. Neither the library's notary nor any other library employee may serve as a witness.

- Notary service is not available for mortgages, deeds, wills, living wills, living trusts or codicils.
- Notary cannot provide legal advice or counseling regarding documents.

In accordance with New Jersey Notarial Law, notary reserves the right to decline service if the documents(s), identification or circumstances of the request for notary service raise any issue of authenticity, ambiguity or doubt.

Approved December 12, 2016  
Amended July 11, 2022

### **FAX SERVICE**

The Englewood Public Library will provide outgoing fax service to both local and 800 numbers. The fee is \$1.00 per page, including the cover page, if any.

This service is available only at times when administrative personnel are available, generally from 9:30am to 4:30pm. Call ahead to check availability at 201-568-2215 x8221.

Approved May 14, 2018

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