



Notary Services

The Bloomfield Public Library offers Notary services in accordance with the New Jersey Notary Public Manual, published by the New Jersey Department of the Treasury; Division of Revenue; Business and Support Services, Notary Section. This manual is available on the Division of Revenue's website. Library Notaries may decline to provide notary service in situations that do not comply with the provisions of this manual.

The following guidelines will be followed in the provision of Notary Service:

- Notary services are scheduled during the Library's hours of operation. Notary service is not available in the 15 minutes prior to closing time.
- It is recommended that customers seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. The Library can be reached by calling (973) 566-6200, Ext. 227.
- Notary Service is provided on a first-come, first-served basis.
- Valid photo identification – Driver's License, Passport or current employee ID – is required of any customer seeking Notary Service.
- Notary service is limited to three documents per person, per visit.
- 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 be in possession of valid photo identification.
- Documents in any language other than English will not be notarized at this facility.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Library Notaries are not permitted to use of a translator to communicate with a Notary Service customer.
- Notary Service is **not available** for, **Government I-9 forms, Apostilles, Deeds, Wills, Living Wills, Living Trusts, Codicils or Depositions.**
- Certain public documents cannot be copied and notarized. Examples of these are: Birth Certificates, Death Certificates and Marriage Certificates.
- In accordance with New Jersey Notarial Law, 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 Library. In this event, the library Notary may, at his/her discretion, decline to provide Notary Service.
- The State of New Jersey has set the fee at \$2.50 per signature that is notarized; however, the Library provides free service only to the residents of Bloomfield.

Adopted: March 7, 2019