



## Notary Services Policy

The Durham Public Library offers notary public services for certain documents (as detailed below) free of charge for the benefit of the residents of our community. The following policy will be followed in the provision of notary services:

A. Scheduling:

It is recommended that patrons seeking notary services call the Library prior to their visit to ensure that a Library Notary is available. The Library may not be able to accommodate requests for notary services without an appointment.

B. Documents:

Notary service is limited to (3) documents requiring no more than (6) signatures per person per visit.

The document(s) to be notarized must include the proper notary certification statement applicable to the document to be notarized.

The Library Notary shall not review the contents of a document other than to make a determination of a certified copy. The Library Notary will not provide advice or comment with respect to the contents of a document.

The Library Notary will not:

- facilitate mortgage or real estate closings between parties, or
- notarize will or trust documents

Certain documents may not be lawfully copied or notarized. These include, but are not limited to, birth certificates, death certificates, marriage certificates, naturalization or citizenship certificates, recorded instruments, competency determinations, and documents in a foreign language presented as certified or true copies.

C. Requester:

Signers of documents must provide the Library Notary with at least one valid form of identification that provides a physical description and photograph of the signer. Requests for notarization without proper identification will be declined.

Acceptable and satisfactory evidence of identification are:

- A current passport from any country, written in a language that the Notary can read;
- A valid unexpired photo driver's license from any state of the United States, Mexico or province of Canada;
- A valid unexpired non-driver's photo identification card from any state of the United States.
- A United States photo military identification card, or other form of governmental identification, which is current and unexpired, and which contains the signature and photograph of the individual.

It is required that requesters of notary services provide their own witnesses. The Library does not have staff available to serve as witnesses of notarized documents. Witnesses may not be solicited from patrons using the Library. A witness must be in possession of a valid unexpired photo ID.

D. Notary:

A Notary's duty is to screen the signers of important documents for their identity, their willingness to sign free of duress or intimidation, and their awareness of the contents of the document or transaction.

The Notary and the customer seeking notarization shall be able to communicate directly and be in the same physical location with each other. Library Notaries are not permitted to make use of a translator to facilitate communication during a notary services transaction.

E. Notary Services:

Durham Public Library Notaries shall not accept a protest of a negotiable instrument or a deposition to be notarized.

In accordance with New Hampshire RSA 455; Notaries will not provide services if the person, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library Notary. In this event, the Library Notary may, at his/her/their sole discretion, decline to provide notary service.