

NOTARY SERVICES POLICY

A licensed Notary of the State of New York is available to provide notary services to Islip School District residents only.

Library Notary Publics are required to follow all New York State laws governing notary services.

Notary services shall be available to patrons who visit the Library subject to the parameters set forth herein:

- Notary services are offered to residents of the Islip School District only. Proof of current residency is required.
- Patrons seeking notary service are encouraged to inquire prior to their visit regarding the availability of services, as a notary may not be present during all hours of the Library's operation. Appointments are recommended.
- To ensure adequate time for service, notary services shall end thirty (30) minutes before closing.
- 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.
- A patron shall be limited to three (3) notarizations per day. A notarization consists of one signature, one stamp, and one seal.
- The Library does not charge for a notarization but will accept a donation if one is made.
- 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.
- 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.
- Documents in any language other than English will not be notarized at the Library.
- Library Notary Publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- Library Notaries do not administer oaths as to the truth of a document's contents.
- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Original documents such as passports, birth certificates, marriage licenses, etc. cannot be notarized.

- Notaries shall not provide service if the requestor, document, or circumstance of the request for notary service raises an issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the notary may, at his or her sole discretion, decline to provide notary service.
- In its discretion, the Library reserves its right to decline to provide notary services to a patron.