

NOTARY SERVICE POLICY

Cutchogue New Suffolk Free Library employees who hold a valid New York State Notary license are available to provide notary services to the public.

Library notary publics are required to follow all New York State laws governing the provision of notary services.

The Library will pay the cost of training for Library staff members to become notary publics and to maintain their licenses.

Notary services are available to people who visit the Library subject to the following conditions:

- Notary services are offered during regular Library hours. Appointments are encouraged in advance to ensure there is a notary available, however walk-ins are welcome, subject to the availability of on-site notaries.
- Library notary publics are not attorneys licensed to practice law, and they may not offer legal advice.
- The Library does not charge a fee for notarizations, but can accept donations.
- When utilizing the Library's notary services, recipients must present a valid driver's license or other government-issued photo identification and sign before the notary public.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff 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 a 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 unless a Library provided translator is present.
- In its discretion, the Library reserves the right to decline to provide notary services.