

Notary Public Service

The Cranford Public Library provides notary public service to members of the general public. The following guidelines will be followed with respect to the provision of service by library staff:

- There is no charge for notary service.
- Library notaries are scheduled every Wednesday during the library's hours of operation. Notary service is not available during the 30 minutes prior to closing time.
- It is recommended that patrons seeking notary service call the library prior to their visit in order to ensure that a notary will be available at the desired time.
- Notary service is provided on a first come, first served basis.
- Valid photo identification is required of any patron seeking notary service.
- The library will not provide witnesses, and witnesses may not be solicited from amongst 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 photo identification.
- Documents in any language other than English will not be notarized by the library's notaries public.
- 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 make use of a translator in order to communicate with a notary service customer.
- Notary service is not available for deeds, wills, living wills, living trusts, codicils, depositions, mortgages or real estate closing documents.
- Certain public documents cannot be copied and notarized. Examples are birth certificates, death certificates and marriage certificates.
- In accordance with New Jersey notarial law, the library's 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 notary may, at his or her sole discretion, decline to provide notary service.

Reaffirmed by the Cranford Public Library Board of Trustees on March 27, 2024.