NOTARY SERVICES POLICY

Notary Services are offered free of charge for the benefit of the community. Library employees who hold a valid New York State Notary License are available on-site in the Main Building during regular operating hours, Monday-Friday. As schedules will vary, appointments are strongly recommended to ensure the availability of on-site notaries. The library can notarize documents in English and Spanish. Customers should call the library at 631-654-4700 x152 to make an appointment and/or confirm the availability of a notary on site.

Any member of the community utilizing the Library's notary services must appear in person and present a valid New York State Driver's license or other government-issued photo identification. The document to be notarized must be signed in the presence of the notary. Please complete all information above the signature line prior to your appointment.

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.

The Library strongly recommends that its notary services are not used for deeds, and other real estate documents (i.e. mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions, which are encouraged to be signed and notarized under the guidance of an attorney. The Library's notaries do not provide legal advice and should not be relied upon as such.

Notaries cannot pre-date or post-date a notarization. The notary reserves the right to decline to provide services to a member of the community if the document itself or any circumstances related thereto raises any concerns on the part of the notary as to the regularity of the subject signature being notarized.

Adopted by the Board of Trustees December 16, 2021