



BEDFORD PUBLIC LIBRARY

Notary Public Services

The Bedford Public Library offers Notary Public Services for the benefit of the residents of our community. Notary services are provided free of charge to residents; a \$5.00 fee per signature is charged for non-residents. The following policy will be followed in the provision of Notary Service:

a. Scheduling:

- It is recommended that customers seeking Notary Service call the Library prior to their visit to set up an appointment for a specific time. If an appointment is not made, a Notary may not be available.
- Library Notaries are scheduled during the Library's hours of operation. Notary service is available until thirty (30) minutes prior to the time of closing.

b. Documents:

- Notary service is limited to three documents per person, per day.
- The Library's notary service is intended for simple documents (i.e., simple affidavits and medical release forms).
- The document(s) to be notarized must include the proper notary certification statement applicable to the document to be notarized, failing which the document shall not be notarized.
- Document(s) must be fully completed to the requirement of the instructions, leaving no blanks other than where the patron will sign and date the document, prior to appearing before the Library Notary.
- Library Notaries reserve the right to decline service if the patron is insufficiently prepared, and/or request a return at a later date owing to complexity and time constraints.
- The Library Notary shall not review the contents of a document, other than to make a determination of a certified copy. Nor shall the Library Notary provide advice or comment with respect to the contents of a document. Library Notaries are not attorneys, and are not authorized to practice law, give legal advice, or prepare legal documents. They are unable to provide assistance in prescribing or determining the particular document a patron may need or selecting the type of notarization or certificate for a given document.
- The Library will not facilitate mortgage or real estate Closings between parties.
- Certain documents cannot be copied and notarized. Examples of these include: Birth Certificates, Death Certificates, Marriage Certificates, Naturalization and Citizenship Certificates and Recorded Instruments, competency determinations, or documents in a foreign language presented as a true copy.

- Library Notaries reserve the right at their discretion to refuse a request that does not satisfy identification or document requirements, exceeds the intention of the services we offer, or prevents staff from fulfilling the primary mission of the Library. Library Notaries may, as the situation requires, leave a notarization in progress to attend to Library needs.

c. Requester:

The person who will sign the document must provide the Notary with at least one valid form of identification that provides a physical description and photograph of the signer. The Notary may decline to notarize a document if the signer cannot provide valid identification. 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; or
- 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.

The Library will not provide Witnesses, and witnesses may not be solicited from customers using the Library or Library staff. 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.

d. Notary:

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 communicate with a Notary services customer.

e. Notary Services:

The Library Notary may perform the following services, and in the manner specified. The Library Notary shall not accept a protest of a negotiable instrument or a deposition to be notarized:

1. Taking an acknowledgement that the customer signing the document has signed it for the purposes stated in the document. In taking an acknowledgment, the notarial officer must determine, either from personal knowledge or from satisfactory evidence, that the person appearing before the officer and making the acknowledgment is the person whose true signature is on the instrument.
2. Taking a verification upon oath or affirmation by the customer that a written statement is true. In taking a verification upon oath or affirmation, the notarial officer must determine, either from personal knowledge or from satisfactory evidence, that the person appearing before the officer and making the verification is the person whose true signature is on the statement verified.
3. Taking an attestation to the customer's signature on a document. In witnessing or attesting a signature, the notarial officer must determine, either from personal knowledge or from

satisfactory evidence, that the signature is that of the person appearing before the officer and named therein.

4. Certifying that a proffered copy of a document is a true copy attest. In certifying or attesting a copy of a document or other item, the notarial officer must determine that the proffered copy is a full, true, and accurate transcription or reproduction of that which was copied.
5. The notarial officer has satisfactory evidence that a person is the person whose true signature is on a document if that person is personally known to the notarial officer, is identified upon the oath or affirmation of a credible witness personally known to the notarial officer, or is identified on the basis of the identification documents.

In accordance with New Hampshire RSA 455; Notaries will not provide services 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 Library Notary may, at his/her sole discretion, decline to provide Notary Service.

Adopted by the Board of Trustees, September 2021
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