

Madison Library Notary Public Services

The Madison 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 visit charged for non-residents. The following policy will be followed in the provision of Notary Service:

Scheduling:

It is recommended that customers seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time.

Notary service is available until thirty (30) minutes prior to the time of closing.

Documents:

Notary service is limited to three documents per person per visit or at the discretion of notary.

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.

The Library Notary shall not review nor certify the contents of a document. Nor shall the Library Notary provide advice or comment with respect to the contents of a 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, Deeds, Wills, Living Wills, Living Trusts, Codicils or Depositions, or documents in a foreign language presented as a true copy.

Requester:

The person who will sign the document must provide the Notary with the 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 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. 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.

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.

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. 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: 6/21/2023

