



MAMAKATING

LIBRARY

Notary Policy

The Mamakating (“Library”) offers notary public services, subject to the following:

- Library employees who hold a valid New York State Notary license are generally available on-site to provide notary services to the public during regular operating hours subject to availability. The Library does not guarantee the availability of a notary at any given time and recommends appointments be made by calling (845) 888-8004.
- Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.
- This service is available free of charge.
- Patrons are limited to three (3) notarizations per appointment. A notarization consists of one signature and one stamp.
- Any person utilizing the Library’s notary services must appear in person with the entire document to be notarized, present a valid New York State driver’s license or other government-issued photo identification, and sign the document to be notarized in the presence of the notary public.
- 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’s notary services are not available for deeds and other real estate documents (e.g., mortgages, mortgage re-financings, and satisfactions of mortgages), wills, living wills, trusts, codicils, depositions, divorce documents, vital records (birth certificates, death certificates, marriage licenses), I-9 Forms, or Powers of Attorney.

- Library notaries cannot certify photocopies of vital records (birth certificates, death certificates, and marriage licenses), passports, social security cards, or other documents.
- The notary must be able to read and understand what they have been asked to notarize. Documents in any language other than English will not be notarized at the library.
- Library Notaries are not permitted to make use of a translator to communicate with a Notary service patron.
- Library notaries cannot pre-date or post-date a notarization.
- Library notaries cannot notarize any documents electronically (e.g., online).
- Library notaries do not provide legal advice and should not be relied upon as such.
- Notaries will not provide service if the patron, document or circumstances of the request for Notary service raises any issue of authenticity, ambiguity, doubt or uncertainty for the notary. In this event, the Library Notary may, at their sole discretion, decline to provide Notary Service.

Adopted 12/10/2024