

Dunbarton Public Library

Notary Public Policy

The Dunbarton Public Library offers free limited Notary Public Services for the benefit of Dunbarton residents.

The following guidelines will be followed in the provision of Notary Service:

Notary Service:

Notary Services are provided free of charge for residents. A \$3.00 charge will be applied to non-residents. It is recommended that customers seeking Notary Services call the library prior to their visit to ensure that a Notary is available at that time.

Notary Services are available during the library's hours of operation. Notary Service is not available during library programs.

Documents:

- The document must be completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Library Notary. The Library Notary may not notarize any document with blank spaces.
- Documents in any language other than English will not be notarized by the Library Notary.
- Certain Public Documents cannot be copied and notarized. Examples are: Birth Certificates, Death Certificates and Marriage Certificates.

Requestor:

The person who will sign the document must provide the Library Notary with **at least one** valid form of Identification that provides a physical description of the signer. The Library Notary may decline to notarize a document if the signer cannot provide valid identification.

Acceptable forms of Identification are:

1. A current passport from any country, written in a language that the Library Notary can read.
2. A valid driver's license from any state of the US, Canada or Mexico.
3. A valid non-driver's photo identification card from any state of the US, or
4. A US military identification card.

The Dunbarton Public Library does 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 Library Notary and the customer seeking notarization shall be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.

In accordance with New Hampshire RSA 455, 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 Library Notary may, at their discretion, decline to provide Notary Service.

Appendix A: NH RSA 455 Notary Publics**Appendix B: Recommended Oral Ceremonies**

Approved by the Dunbarton Public Library Board of Trustees, July 2019