

Notary Service Policy

Employees of The Smithtown Library who possess a valid New York State Notary License are available to provide free on-site notary services.

Notary services are available during regular operating hours, with the exception of 30 minutes prior to closing. Appointments are recommended, but walk-ins are welcome subject to the availability of a licensed notary.

- The Library does not charge for notary services.
- Signers must appear at the Library in-person and present a valid, non-expired, driver's license or other government issued photo ID.
- Library notaries will not notarize a will, trust, living will, codicil or any similar document establishing terms for the disposition of one's property to take effect after death. (Note: a "consent to probate" or "waiver of process" may be notarized by a Library notary.)
- Library notaries will not notarize a marriage certificate or any related documents.
- Library notaries will not verify that a document is a true and accurate copy of an existing record or document.
- Library notaries will not notarize depositions.
- The complete document must be present at time of notarization.
- If a document requires an additional witness(es) to a signature, the Library will not provide additional witnesses nor may witnesses be solicited from other library patrons or staff.
 - The signer of the document must provide his/her own witness(es), as required.
 - Witnesses must be able to produce their own identification, as required.
 - Witnesses must be present at time of notarization.
- Each patron is limited to 10 notarizations per day. A 'notarization' is defined as both a signature and a corresponding notarial stamp.
- Library notaries are not attorneys licensed to practice law and may not provide legal advice.
- Documents in a language other than English are not eligible for notarization at the Library.
- Library notaries must be able to communicate directly with the signer without the use of a translator.
- The Library reserves the right to refuse notary services at its discretion.

Adopted: 2/15/2022

Last Revised: 6/21/2022