

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 the 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 that includes a signature.
- Library notaries will not notarize wills, trusts, living wills, codicils or any similar documents 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.
- Library notaries will not notarize USCIS Form I-9: Employment Eligibility Verification
- The complete document must be present at time of notarization.
- If a document requires witness(es) to a signature, the Library will not provide 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 will not provide legal advice.
- Documents in a language other than English are not eligible for notarization.
- Library notaries must be able to communicate directly with the signers without the use of translators.
- The Library reserves the right to refuse notary services at its discretion.

Adopted: 2/15/2022
Last Revised: 3/22/2023