



## Keene Public Library Policies

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<b>Notary Services</b>	<b>Adopted: April 27, 2021</b> <b>Revised: June 22, 2021</b> <b>Revised: December 14, 2021</b>
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The Keene Public Library offers Notary Public Services for the benefit of the residents of our community. Notary services are provided free of charge. 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.

Library Notaries are scheduled during the Library's hours of operation. 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.

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 the contents of a document, other than to make a determination of a certified copy. 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, or documents in a foreign language presented as a true copy.

### **Requester**

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



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1. A current passport from any country, written in a language that the Notary can read;
2. A valid unexpired photo driver's license from any state of the United States, Mexico or province of Canada;
3. A valid unexpired non-driver's photo identification card from any state of the United States; or
4. A United States photo military identification card, or other form of governmental identification, which is current and unexpired and which contains the signature and photograph of the individual.
5. By verification upon oath or affirmation of a credible witness personally appearing before the Notary whom the Notary can identify on the basis of any of the foregoing proofs of identity.

Witnesses may not be solicited from customers using the Library. Library staff may witness signatures, with the exception of Wills and Estate Planning Documents.

### **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 permitted to allow the customer to make use of a translator to communicate with a notary service customer, provided however, that the Library Notary must be satisfied that the customer appearing before the Notary is the person the customer purports to be, and that the customer is executing the document(s) on the customer's free act and understanding.

### **Notary Services**

1. 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:
2. 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.
3. 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.
4. 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.
5. Certifying that a proffered copy of a document is a true copy attest. In certifying or attesting a copy of a document or other item, the notarial officer must determine that the proffered copy is a full, true, and accurate transcription or reproduction of that which was copied.



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6. 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.