



Notary Public Procedure

Warner Library provides notary public services for the benefit of our community.

Members of the public should call the library at 914-631-7734 on the day they would like to come to the library, to ensure that a Notary is available. Notary services are generally available Monday through Friday from the library's opening until 4:30pm. Hours are dependent on staff availability and may change without warning.

Notary services are free to the public as a service of the library.

Warner Library does not offer virtual or remote notarizations.

User Responsibilities

- The person requesting the notary service must be able to speak English enough to communicate directly with the Notary Public. They must be able to clearly indicate that they understand their document and they are swearing true to the contents it holds. By law, Notaries Public in New York State cannot use a translator.
- Valid government-issued photo identification is required of any person seeking Notary Service. Identification documents must have both a photo and a signature and be unexpired.
- All documents must be signed in front of the Notary Public. The Notaries Public are unable to notarize documents that are already signed.
- Witnesses will not be provided by the Library and witnesses may not be solicited from 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 photo identification.
- Notaries Public are legally barred from providing legal advice or counseling on documents. It is the responsibility of the patron to know their own document.

Limitations

- Notary service is not available for Deeds, Wills, Living Wills, Living Trusts, or Codicils as these are types of documents that require technical or legal knowledge beyond the scope of this free service.
- The Notary must be able to read the documents to be notarized. Documents in any language other than English are not able to be notarized at the Warner Library.

- In New York State Notaries Public do not have the ability to create Certified Copies of documents.
- The Notaries Public have authority to decline to provide notary services for any reason, including issues of authenticity, ambiguity, doubt or uncertainty. Services can also be denied in the case of users behaving in violation of the library's Patron Code of Conduct.

Notary Responsibilities

- The Notaries will ensure the signer is signing to their document freely and willingly.
- The Notaries will maintain Notary journals of all notarial acts performed.
- The Notaries will establish the identity of each signer through personal knowledge or with identification documents. Identification documents must have both a photo and a signature.