

# New Canaan Library

## NOTARY POLICY

### Purpose

New Canaan Library offers the services of a notary public to the community in accordance with this policy.

### Guidelines for Use

The following guidelines govern the use of this service:

**Notary Acts:** The Library's notary is able to (i) administer an oath or affirmation (e.g., an affidavit); (ii) take an acknowledgment; or (iii) witness or attest a signature or complete a copy certification.

The Library's notary, however, is **unable or prohibited** from notarizing the following documents:

- Conveyances of property (e.g., deed, easement or similar document);
- Wills and Living Wills;
- Births, death or marriage certificates and certain other Town records (certified copies of these records are available at the Town Clerk's office); and
- Certain court documents.

**Notary Availability:** The services of a notary are provided pursuant to the schedule posted on the Library's website under "Notary Services." The website also allows for the booking of an appointment with a Library notary at a mutually convenient date and time outside of scheduled hours.

**Notarization Requirements:** To have a document notarized, you must present two forms of identification, one of which must contain a photograph of the signer.

- Acceptable forms of identification include a **valid driver's license, current us passport or current credit card with signature.**
- Unacceptable forms of Identification: **Social Security Card** and **Birth Certificate.**

Please note that the signer **MUST** sign the document **IN THE PRESENCE OF THE NOTARY** in order to authenticate the signature. A document signed in advance of appearing before the notary will not be notarized.

**Fees:** A fee of \$5.00 will be charged for each session with a Library notary, payable in cash or by check.