

# TAPPAN FREE LIBRARY

Tappan Free Library offers free notary public services only when our NYS commissioned staff member(s) is on duty in accordance with the following guidelines:

**Appointments:** Call the Library at (845)359-3877 to schedule an appointment. Walk-ins will be served on a first-come, first-served basis at the availability of notaries on staff. Notary public services are not available within 20 minutes of closing time.

**Requirements:** Patron must appear in person, show valid/current government-issued photo ID, and sign in the Notary's presence.

**Document Readiness:** Forms must be complete, except for signature(s) and date(s). Notaries will **not** notarize pre-signed documents.

**Service Limitations:** No virtual/electronic notarizations. Maximum 10 pages per person per day. Notaries cannot pre-date or post-date a notarization nor provide a medallion signature.

**Communication:** Notary and patron must communicate directly; translators are not permitted.

**Document Language:** Only documents presented in the English language may be notarized.

**Witnesses:** Witnesses are not provided by the Library. Patrons must be accompanied in person by their own witnesses, who must personally know the person whose document is being notarized and provide a valid/current photo ID.

**Excluded Documents:** No notarization of deeds or other real estate documents, wills, codicils, trusts, divorce papers, immigration/I-9 forms, or depositions. Library notaries cannot certify copies of vital records (birth certificates, death certificates, marriage licenses, etc.), passports, or social security cards.

**Right to Refuse:** Notaries may, at their sole discretion, decline service if there are concerns about authenticity, legality, or ambiguity.

**Legal Disclaimer:** Notaries are not licensed attorneys and cannot provide legal advice. The Library and notaries are not responsible for the content or legality of the document being notarized.

Rockland County Clerk's Office, located at 1 South Main Street, Suite 100, in New City will also notarize eligible documents free of charge. You may contact them at (845)638-5070 for more information.

## Notary Public Service Policy