



## **Notary Services Policy**

The Dover Public Library offers limited notary service based on staffing availability. Please call the library prior to visiting for notary services to ensure that a Notary is available. (603-516-6050) The fee is \$5 per notarized document, payable with cash, check or credit (3.99% fee charged).

### **Documents**

Documents must be filled out to the requirement of the instructions before appearing before the library Notary.

Dover Public Library will conduct all notarial acts in accordance with NH RSA 456-B. All notary transactions require a personal appearance before the notary as well as a valid, government issued photo ID for each person signing the document(s).

The library's notary service is intended for simple documents that do not require specialized expertise. Notary service is limited to five (5) documents per person, per visit.

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.

Requestors of Notary Services must provide their own witnesses. Witnesses must be in possession of a valid unexpired photo ID and sign in front of a notary.

Dover Public Library notaries are not attorneys and are not authorized to practice law, give legal advice, prepare legal documents, or answer questions about the documents presented. A notary's duty is to screen the signers of important documents for their identity and their willingness to sign free of duress or intimidation.

### **Dover Public Library Notaries will not notarize:**

- Documents in language other than English, but can notarize translations.
- Signatures or fingerprints for children under the age of 12
- Notary Services is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils or Depositions, Mortgage or Real Estate Closing Documents.