



245 Lake Street  
Upper Saddle River  
New Jersey 07458  
Telephone: 201-327-2583  
[www.uppersaddleriverlibrary.org](http://www.uppersaddleriverlibrary.org)

## **Notary Public Services**

As a service to the community The Upper Saddle River Public Library offers notary public services for the benefit of local residents, subject to the following guidelines:

1. A notary who is licensed in the state of New Jersey is generally in the library from 10 am to 4:30 pm, but may not always be available. Please call the library (201.327.2583) to make sure a notary is available or to schedule an appointment.
2. Notary services are provided without charge to Upper Saddle River residents. Notary service for out-of-town patrons is as permitted by law. The current fee for notary services is \$2.50 per action.
3. Only documents in English can be notarized.
4. All forms and documents must be completed, but should not be signed, before being presented to the library notary for notarization. Forms with blank spaces cannot be notarized.
5. A valid, government-issued photo identification (e.g.: photo driver's license, passport) is required from any person seeking to have their signature notarized, including any witnesses.
6. In situations where a witness is required, the person requesting notary services must bring a witness who personally knows the individual requesting the service. The witness must bring government-issued photo identification (e.g. driver's license, passport). Library staff are not permitted to act as witnesses.
7. Documents cannot be copied and certified as "true copies." Please note that certified copies of many documents such as birth, marriage or death certificates are often available from their original issuing agency.
8. New Jersey law requires that a notary and the customer seeking notarization be able to communicate directly with each other. Library notaries are not permitted to make use of a translator to communicate with individuals requesting this service.
9. In accordance with New Jersey law, notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library or notary. The library notary may, at his/her sole discretion, decline to provide notary services.