Notary Services Policy

This policy outlines the guidelines and procedures for providing notary services at Geneva Public Library. The library offers notary services as a public service to the community, in accordance with New York State law and the library's liability insurance guidelines.

This policy applies to all notary services provided at Geneva Public Library, including those rendered by library staff to members of the public. The library provides these services free of charge, subject to the availability of notary staff.

1. Eligibility for Notary Services

1.1 Identification

The individual requesting notary services must provide a valid photo ID (e.g., driver's license, passport, or other government-issued ID) to verify their identity before the service is provided.

1.2 Witnesses

The individual requesting notary services must bring their own witnesses if required. It is not permitted to ask library staff or other patrons to serve as witnesses.

1.3 Document Requirements

In most cases, the document to be notarized must be signed in the presence of the notary. Library notaries cannot notarize blank or incomplete documents.

1.4 Notary Fees

Geneva Public Library offers notary services free of charge.

2. Limitations of Notary Services

2.1 Notary Jurisdiction

Notary services are provided in accordance with New York State laws governing notarization.

2.2 Legal Advice
Notaries are prohibited from providing legal advice or interpreting documents. Notaries may only verify the identity of the signer and witness/or witnesses.

2.3 Refusal to Notarize
Geneva Public Library reserves the right to refuse notarization for documents that:

- Are not in English (unless the notary understands the language and can adequately communicate with the signer)
- Involve the notary as a party to the transaction
- Are incomplete or contain ambiguous content
- Are documents requiring special legal expertise (e.g., wills, trusts, real estate transactions, etc.)

The notary has the discretion to refuse services if the signer appears unwilling or unable to sign the document, does not provide proper identification, or if the document's authenticity or purpose cannot be verified.

3. Notary Procedures
3.1 Signing in Presence of Notary
The document must be signed by the individual in the presence of the notary. The notary must witness the signing of the document.

3.2 Notarial Certificate
The notary will complete a notarial certificate on the document, which includes the notary's name, commission number, and the date the notarization was performed.

3.3 Record Keeping
The notary will maintain a record of each notarization in a logbook in accordance with New York State law.

3.4 Signer's Acknowledgment
The signer must acknowledge that the document is being signed voluntarily and that they are aware of its contents.

4. Liability and Insurance
The notary is covered under the library's liability insurance while performing official notary duties. However, the library is not responsible for any issues arising from the content of documents or from the actions of the signer.

4.1 Document Errors
The library is not liable for any errors or omissions in the notarized documents or for any consequences resulting from the notarization of invalid or fraudulent documents.

4.2 Indemnification
As per the library's insurance policy, staff members are indemnified for any legal claims arising from the performance of notary duties as long as those duties are carried out in good faith and in accordance with applicable law.

5. Notary Service Hours and Availability
Notary services are available on a first-come, first-served basis during the library's regular hours. Notary services may not be available during busy periods or if no trained notary staff are present.

5.1 Appointments
Notary services may be available by appointment during specified hours, depending on library policy and staff availability. It is recommended that patrons call ahead to confirm availability.

6.Record of Notarization
6.1 Document Retention
The library maintains records of notarizations in a secure logbook for the minimum period required by law.

6.2 Privacy
All information collected during the notarization process, including identification and document information, will be handled with confidentiality and in compliance with privacy regulations.

7. Staff Training and Qualifications
7.1 Notary Qualifications
All library staff providing notary services must be authorized New York State notaries public and complete any necessary continuing education required by the state to maintain their notary commission.

7.2 Training
Library staff who perform notary services will undergo training in accordance with New York State law and library policies to ensure proper handling of notarization procedures.

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