



Notary Services Policy

Notary Services are offered for the benefit of the community; by Library employees who hold a valid New York State Notary License. This service is available Monday – Friday, 9:30 am – 3:30 pm. Appointments are recommended but walk-ins will be accommodated, subject to availability of Notaries. As a Certified Sustainable Library, there is no fee for the service. To make an appointment, call 631-957-7755 ext. 113.

Any member of the community utilizing the Library's notary services must appear in person and present a valid New York State Driver's License or other government issued photo ID. The document to be notarized must be signed in the presence of the notary. Please complete all information above the signature line prior. Patrons must bring their own witnesses if needed. Witnesses must also present a government issued ID. The Library will not provide witnesses and witnesses may not be solicited from staff or other patrons using the Library. All documents to be notarized must be in English. A maximum of three (3) documents will be notarized on any given day. A notarization consists of one signature and one stamp.

The Library will not notarize deeds, wills, living wills, trusts, codicils or powers of attorney.

Notaries cannot pre-date or post-date a notarization, prepare a legal document or provide any advice on legal matters.

The Library notary reserves the right to decline to provide services to a member of the community if the document itself or any circumstances related thereto raises any concerns on the part of the notary as to the legality and/or regularity of the subject signature being notarized.

Adopted: November 20, 2021