



## **Leach Library** **Notary Service Policy**

The Leach Library offers limited, free notary services to its users based on availability. The Library Director may decide to suspend this service in the event of staffing or funding shortages.

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

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

### **Leach Library notaries will NOT notarize:**

- \* Documents in languages other than English
- \* Signatures or fingerprints for children under the age of 12
- \* Real estate transactions
- \* Deeds
- \* I-9 (Employment Eligibility Verification forms)
- \* Gun sales
- \* Copies of vital records such as birth, marriage, and death. Certified copies of many documents such as birth, marriage or death certificates are available from the original issuing authority. The library cannot issue a notarized affidavit of a copy and witness the signature.
- \* Lengthy, complex documents

Leach Library staff will not serve as witnesses and witnesses may not be solicited in the library. In order to serve as a witness, the witness must personally know the person for whom the document is being notarized and must be in possession of valid photo identification.

Leach Library notaries may request an appointment and reserve the right at their discretion to refuse a request that does not satisfy identification or document requirements, exceeds the intention of the library's services, or prevents staff from fulfilling the primary mission of the library.

Leach Library notaries are not attorneys and are not authorized to practice law, give legal advice, or prepare legal documents. They are unable to provide aid in prescribing or determining the particular document a patron may need or selecting the type of notarization or certificate for a given document.

Leach Library, Londonderry, NH  
*Adopted by the Board of Trustees on 1/4/2023 (10/4/2023)*