

Pembroke Town Library

Notary Public Policy

Approved by the Pembroke Town Library
Trustees on May 17, 2023
To be revised as needed or two years from
approval date.

The Pembroke Town Library offers Notary Public services, by the Library Director, free of charge, during some hours of operation. Appointments are not required; however, please call 603-485-7851 in advance to verify that a notary is available. Walk-ins are acceptable per Notary Public's availability.

The Notary Public will keep a record of all patrons using this service in case the Notary Public is called upon to verify the act (RSA 456-B: 8-c.), including date, identifying information of the person appearing before the Notary Public, and any other details the Notary Public believes would be useful in referring back to the act.

In order for a Notary Public to witness a signature, the person named in the document must appear before the Notary Public *and* sign the document in the Notary Public's presence. The Notary Public must confirm the identity of the person before witnessing a signature (per RSA 456-B: 2, II, VI). Proper identification in the form of a current government-issued photo ID must be provided. Examples of acceptable ID are a passport, driver's license, or government issued non-driver identification with the person's photo. The document must be current and unexpired [RSA 456-B: 2-b, II (a) (1)]. A notarial officer may also accept other government identification that is current, unexpired and that contains the signature or a photograph of the individual [RSA 456-B: 2-b, II (a) (2)].

If a document to be notarized must be witnessed by others, the patron must provide their own witness. Library staff and other library patrons are not available to witness documents. The witness must provide photo identification. The Notary Public and the patron seeking the notarization must be able to communicate directly with each other.

The Library provides only basic notary services. Documents we will not notarize/copy certify:

- An apostille per RSA 5-C: 98, 99
- Vital records (birth, adoption, death, fetal death, marriage, divorce, legal separation, and civil annulment) per RSA 5-C: 1, XXXVI-VII, 5-C: 98
- Naturalization and Citizenship Certificates
- Real estate transactions including mortgage and housing refinance documents
- Employment eligibility verification, Homeland Security I-9 Forms
- Auto titles
- Electronic Documents
- Items where the notarization oath is not written in English (and no written English translation is provided) unless the Notary is fluent in that language.
- Blank documents