

Meredith Public Library Notary Service Policy

In order to provide a requested service, the Meredith Public Library offers limited notary services to its users based on availability. The fee is \$5.00 per sealed page.

Meredith Public 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.

Meredith Public 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
- * Wills or Estate Planning Trusts
- * 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

Meredith Public 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.

Meredith Public Library notaries may request an appointment and may decline 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.

Notaries 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.