



Employees of the Commack Public Library (the “Library”) who possess a valid New York State Notary License are available to provide on-site notary services.

Notary services are available during regular operating hours, with the exception of 30 minutes prior to closing. Appointments are recommended, but walk-ins are welcome subject to the availability of a licensed notary. In the event that the notary is not available (even if an appointment was scheduled), the Library cannot be held responsible for any consequences due to the need to reschedule or cancel an appointment.

- There is a \$2 fee per notarization. A notarization consists of one signature and one stamp.
- Any patron utilizing the Library’s notary services must personally appear, present a valid New York State driver’s license or other government-issued photo identification and sign before the notary public.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of a valid New York State driver’s license or other government-issued photo identification.
- Documents in any language other than English will not be notarized at the Library.
- Library notary publics are not attorneys licensed to practice law. Such notary will not give legal advice.
- The Library reserves its right to decline to provide notary services to a patron if the requestor, document or circumstance of the request for notary service raises an issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the notary may, and his or her discretion, decline to provide notary service.
- The Library’s notary service is not available for deeds, and other real estate documents (i.e.: mortgages and satisfactions of mortgages or transfers of property) wills, trusts, codicils, powers of attorney or depositions.



- The person seeking to utilize this service must be able to communicate with the notary. Translators are not permitted.
- Library Notaries do not administer oaths as to the truth of a documents contents.
- Library notaries will not notarize a marriage certificate or any related documents including divorce decree.
- Library notaries will not verify that a document is a true and accurate copy of an existing record or document.
- The complete document must be present at the time of notarization.

Adopted by the Board of Trustees on 3/18/2024