



Town of Dover Free Public Library

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Notary Public Policy

Patrons seeking Notary Service should call the Library prior to their visit to ensure that a Notary is available at that time.

Valid Photo ID is required of anyone seeking Notary Service. The document(s) should not be signed before arriving at the library.

The library cannot provide witnesses. A witness should personally know the person whose document is being notarized and must have valid Photo ID.

Documents in any language other than English cannot be notarized. However, certified translations may be notarized.

Certain public documents cannot be copied and notarized. Some examples are: birth certificates, death certificates and marriage certificates.

There is no charge for Notary Service.

Adopted by the Trustees of the Dover Free Public Library 2/9/12