

Notary Policy

The E.C. Scranton Memorial Library offers Notary Public services whenever possible. The Library's Notary is able to:

- Administer an oath or affirmation (e.g. an affidavit)
- Take an acknowledgement
- Witness or attest a signature or complete a copy certification

The Library's Notary does not notarize the following documents:

- Conveyance of property (e.g. deed, easement, or similar document)
- Wills and living wills
- Births, death or marriage certificates and certain other Town records

If you need legal advice, please consult an attorney. The Notary Public is prohibited from helping you prepare, complete, or understand legal documents.

The Notary Public can refuse service at their discretion, provided that the Notary Public shall not unreasonably refuse to perform notarial acts in lawful transactions for any requesting person who tenders payment of statutory fee. The Library reserves the right to charge a fee for this service, in accordance with CT state regulations.

Approved by the Library Board of Trustees on 10/18/2021.

Guidelines

- **Make an Appointment:** Please call the Scranton Library at 203-245-7365 to schedule an appointment for notarization.
- **Required Paperwork:** If you need something to be notarized, please bring two forms of ID containing your signature, one of which must have your photo. The signatures on both documents must match.
- **Examples of Acceptable IDs:**
 - Valid driver's license
 - Passport
 - Credit card with signature
- **Unacceptable IDs:**
 - Social security card
 - Birth certificate
- A document to be notarized must consist of a legal form. It cannot be a handwritten piece of paper. Information to be notarized must appear on the document pages. The Notary Public will not notarize blank pages or pages not related to the body of the document.
- **Before You Arrive:** Make sure all documents are complete and ready for signature. Do not sign the document(s) until you appear before the Notary Public.
- Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or library users.