

Notary Public Practices In The Brookfield Library

The Brookfield Library has multiple Notaries on staff, and are pleased to offer this service. The Library's staff is happy to render notarial services for library patrons. The notary's role is limited to authenticating the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's contents.

Listed below are criteria for customers who use this service:

- Customer must sign document(s) in front of a Notary. Notaries cannot sign documents unless they are certain that the customer is who he/she purports to be.
- A document to be notarized must consist of a legal form. It cannot be a handwritten piece of paper.
- Each Notary will each maintain a journal wherein each transaction will be noted. A customer must print his name, and write his name and phone number in the journal. The notary should enter information regarding identification material (frequently a driver's license number with expiration date).
- If a state referred to in the document is other than Connecticut, a Notary must cross out the state cited and replace it with the word "Connecticut". Notaries in The Brookfield Library hold credentials only in Connecticut.
- Information to be notarized must appear on the document pages. Notaries will not notarize blank pages or pages not related to the body of the document.
- If Notaries doubt the validity of the document, or are uncomfortable with the person(s) signing the document, they have the right to refer such people elsewhere.

Fees for Notary Public Services

At their May 26, 2004 meeting, the Library Board of The Brookfield Library adopted a fee schedule for services by the library's Notaries Public:

As of June 1, 2004, there will be a fee of \$3.00 per document notarized. If a document requires multiple signatures, or signatures in more than one place, the fee is still \$3.00, since this is considered one document.

Any Brookfield Library Notary Public has the authority to waive this fee in the case of financial hardship.

Adopted by the Board of Trustees of The Brookfield Library, February 4, 2004; amended May 26, 2004; amended October 27, 2004.