

**The Brookfield Library**  
**Policy 150: 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 documentation used for identification (for example, 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 the identity of the person(s) signing the document, they have the right to refer such people elsewhere.

**Fees for Notary Public Services**

At their November 28, 2018 meeting, the Library Board of The Brookfield Library adopted a new fee policy for services by the library's Notaries Public:

The Library reserves the right to charge a fee for any service performed by a Notary Public. Any fee charged is not to exceed the current fee as stated in the State of Connecticut Notary Public Manual as prepared by the Office of the Secretary of the State. The option to charge a fee is at the discretion of the Library Director.

Adopted by the Board of Trustees of The Brookfield Library, February 4, 2004; amended May 26, 2004; amended October 27, 2004; amended June 27, 2012, amended November 28, 2018.