

# Notary Public Service Policy

The Borough of Mountainside offers Notary Public services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Service:

- Borough Notaries are scheduled during the Borough's hours of operation. Notary Service is not available in the thirty (30) minutes after the building opens or prior to the time of closing.
- It is recommended that customers seeking Notary Service call the Borough prior to their visit to ensure that a Notary is available at that time. The Borough can be reached by calling (908) 232-2400 extension 270.
- Notary Service is provided on a first-come, first-serve basis.
- Notary Service is provided at no charge.
- Valid photo identification is required of any customer seeking Notary Service.
- Notary Service is limited to three documents per person, per visit.
- The Borough will not provide witnesses, and witnesses may not be solicited from the employees or residents at the Municipal Building. 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 valid photo identification.
- Documents in any language other than English will not be notarized at this facility.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Borough Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.
- **Notary Service is not available for Divorces, Deeds, Wills, Living Wills, Living Trusts, Codicils, Depositions, Mortgages or other Real Estate Closing documents.**
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage certificates.
- In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Borough. In this event, the Borough Notary may, at their sole discretion, decline to provide Notary Service.