



# Comsewogue Public Library

## Notary Services

### Service Hours

Notary Services are offered from 10am -4pm Monday-Friday, excluding holidays, **by appointment only**. Library Employees who hold a valid New York State Notary license are available on site to provide notary services to the public. Library notary publics are required to follow all New York State laws governing notary publics.

### Make an Appointment

Please call or email Michele Lunarola at (631) 928-1212 ext. 121 or [mlunarola@cplib.org](mailto:mlunarola@cplib.org) to set up an appointment. Appointments are subject to the availability of on-site notaries.

### Cost

The library does not charge for a notarization. A person is limited to 10 notarizations per day. A notarization consists of one signature and one stamp.

### Identification Requirements

Any member of the public utilizing the library's notary services must appear in person and present a valid New York State Driver's License or other government-issued photo identification. The document to be notarized must be signed in the presence of the notary.

## Exclusions

The library's notary service is NOT available for deeds and other real estate documents (i.e. Mortgages or Satisfaction of Mortgages), wills, living wills, trusts, codicils, birth certificates, death certificates, marriage certificates, powers of attorney or depositions. Documents requiring an electronic signature and documents with photocopied signatures can NOT be notarized by library staff.

The library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the library. 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 a valid New York State driver's license or other government- issued photo identification.

The Library is not equipped to notarize documents in any language other than English.

Library notary publics are not attorneys licensed to practice law, and they may not give legal advice.

## Virtual/ Electronic Notarization

The library's notary service is not available for virtual or electronic notarizations.

In its discretion, the library reserves its right to decline to provide notary services to any person.