

NOTARY SERVICES also available at:

- TD Bank (Do not have to be an account holder)
357 North Kings, Hwy
Cherry Hill, NJ
(856) 482-6662
- County Store
1530 The Mall at Voorhees Town Center
Voorhees, NJ 08043
(856) 613-1199
- Cherry Hill township
820 Mercer Street
Cherry Hill, NJ
(856) 665-6500 - Main
(856) 488-7893 - Clerk's Office
- The UPS Store
230 East Kings Hwy
Haddonfield, NJ
(856) 428-4400
- The UPS Store
926 Haddonfield Road
Cherry Hill, NJ
(856) 665-5717
- The UPS Store
101 Springdale Road
Cherry Hill, NJ
(856) 427-9544

Disclaimer: The Cherry Hill Public Library provides this list of public notary service providers as a courtesy to our patrons. The Library does not endorse the services of any of these establishments. It is always recommended that you call ahead to verify establishment hours and availability of a notary. An Internet search or telephone Business Directory will provide additional listings.



**CHERRY HILL
PUBLIC LIBRARY**
THE HEART OF TOWN

Notary Public Service Policy

Cherry Hill Public Library
1100 Kings Highway, North
Cherry Hill, NJ 08034

(856) 667-0300
www.chplnj.org

MUST HAVE VALID IDENTIFICATION

**DO NOT SIGN ANY DOCUMENTS UNTIL YOU
ARE IN THE PRESENCE OF THE NOTARY**

The Cherry Hill Public Library

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:

Notary service is not available at the Library for power of attorney, mortgage documents, deeds, wills, living wills, living trusts, codicils **certify copies or depositions.**

The Library provides only basic notary services.

◆ Notary services are a courtesy provided by the Cherry Hill Public Library and not the Notary's primary duty; therefore, the Notary may ask the person (s) to wait while the Notary attends to a patron at the desk, takes a telephone call, or tends to other library matters.

◆ Library Notaries are scheduled during the Library's hours of operation. Notary service is not available in the fifteen (15) minutes prior to the time of closing.

◆ It is recommended that customers seeking Notary Service **call the Library prior to their visit** to ensure that a Notary is available at that time. The Library can be reached by calling (856) 667-0300.

◆ Notary Service is provided on a first-come, first-serve basis.

◆ The Notary will only attest to documents **signed in his/her presence**.

◆ **Valid photo identification is required** of any customer seeking Notary Service. (ie: photo drivers license, passport)

◆ **The Library will not provide witnesses** and witnesses may not be solicited from customers using the Library. 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. Library Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.

◆ 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 Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.

The library reserves the right to limit the number of signatures and seals/stamps required

◆ **There is a \$3.00 for each seal affixed to a document. (\$.50 is for administrative fees)**

Adopted by the Library Board of Trustees: 4/24/2001
Amended: 9/23/2003; 9/26/2006; 2/22/2012.; (5/23/12)