


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Notary Public Service
	Policy Reference No:	8-29
	Release Date:	16 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	1
	No. of Pages:	3
	Applicability:	All Employees & Volunteers

The Township offers Notary Public Services for the benefit of the residents and businesses of the Township. The following guidelines will be followed in the provision of Notary Service:

**Personnel:**

All employees and supervisors assigned to public facing offices in the Municipal Building, the Community Center and the Department of Public Works are highly encouraged to be commissioned a Notary Public by the State of New Jersey Department of Treasury. Any employee who receives commission shall be entitled to reimbursement by the Township for their individual notary application fee, their oath of office fee, journal, and their notary stamp and seal.

All employees of the Municipal Clerk's Office, the Township Manager's Office and the Secretary(ies) to the Planning Board and the Zoning Board of Adjustment shall be commissioned as a Notary Public unless prohibited by Law.

Notary Commissions shall be among those Commissions included as part of the reporting requirements of Policy 8-18.

**Notary Public Service Procedures:**

Township Notaries witness a customer signing a document or signing a sworn statement on a document. The Notary documents that:

- The signer of the document appeared before the Notary;
- The Notary positively identified the signer, records the transaction in his/her ledger; and
- The signer both acknowledged the signature as his/her, and that the signature was made willingly.

Township Notary services shall be scheduled and available during the Township's normal hours of operation. Notary Service is not available in the fifteen (15) minutes prior to the time of the end of the work day. Under no circumstances shall an employee perform Notary Services as a Township Notary beyond their normal working hours.

Persons requesting Notary Public Service may receive such service from any Department where a Commissioned Notary Public is present and shall not be directed to another office for Service within the municipality if a notary is physically present in that office unless doing so will cause significant disruption in operation as determined by the Supervisor.

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

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- Notary Service is provided free of charge to residents and business owners of the Township of Verona only.
- The person who will sign the document must provide the Notary with at least one valid form of photo identification with a signature. The Notary may decline to notarize a document if the signer cannot provide acceptable ID. Acceptable forms of IDs
  - A current valid passport from any country, written in the English language;
  - A valid driver's license;
  - A valid non-drivers photo identification card issued by the state or federal government;
  - A United States Military identification card.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. **Notaries will not notarize a document that has already been signed by the customer.**
- Notary Service is limited to three documents per person, per visit.
- The Township will not provide witnesses and Township employees are prohibited from being a witness during their working hours. Furthermore, and witnesses may not be solicited from customers or employees of the Township by the individual seeking notary services. 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 by the Township.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Township Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.
- Notary Service is not available for Deeds, Wills, Living Wills, Living Trusts, Codicils, Depositions, Mortgages or other Real Estate Closing documents.
- The Notary cannot certify copies of vital records such as birth, marriage and death. Please note that certified copies of many documents such as birth, marriage or death certificates are available from the original issuing authority. The Notary can sign a notarized affidavit of a copy, and witness the signature. This places the responsibility on the person making the copy. The library will not take responsibility for notarized copies that are unacceptable for their intended purpose.
- 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 Township. In this event, the Notary may, at his sole discretion, decline to provide Notary Service.

Nothing in this policy shall prevent a Township Notary from notarizing any document prohibited in this policy on their own time, outside the business hours and outside the property of the Township. However, any Township Notary who has received reimbursement by the Township for their individual notary application fee, their oath of office fee, journal, and/or their notary

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stamp and seal shall not charge a fee for any notarial acts at any time during the term of their Commission.

Each Township Notary shall maintain a journal of all notarial acts performed pursuant to *N.J.A.C. 17:50-1.11*. In addition to the requirements of *N.J.A.C. 17:50-1.11(b)*, the journal shall include a notation if the notarial act was performed in their official capacity as a Township Notary or on their own time, outside the business hours and outside the property of the Township.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	16 January 2023	Changed Approver from Cavallo to D'Arco	JD