



Little Falls Library Notary Service Procedure

All parties who will be signing the document must appear personally before the Notary (with required identification- see below).

The Library Notary will *only* notarize documents written in English.

Notary services are by appointment between 10am-5pm Monday and Thursday, 12pm-8pm Tuesday and Wednesday, and Friday 12pm-4pm.

The Notary has the discretion to refuse notary services when the document to be notarized, or identification provided do not clearly adhere to the [New Jersey Notary Public Manual](#).

Acceptable forms of identification are:

- A current passport from any country, written in a language that the Notary can read;
- A valid driver's license from any state of the United States;
- A valid non-drivers photo identification card from any state of the United States; or
- 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 Library Notary.

If additional witness signatures are required, the requester **must** bring witnesses to the library with him/her. The witness must also have acceptable forms of identification (as above).

Contact Jennifer at 973-256-2784 to make an appointment.