



Notary Services Policy

Approved by Board: November 20, 2025

Purpose & Commitment

Manlius Library offers limited free notary services as part of our commitment to our service area. This policy outlines our guidelines and procedure, in accordance with New York State Law and the library's liability insurance guidelines. Our notaries hold a valid NYS license and are required to follow all NYS Laws governing notary services. The library is committed to paying the cost of training for library staff to become a notary public and to maintain the staff person's license.

Schedule and Availability

Manlius Library offers limited free notary services Monday through Thursday from 9am through 4:30pm, and Friday from 10am through 4:30pm. Manlius Library notaries will not do notaries after 4:30pm to ensure timely completion of the service. Limited notary services are available on certain evenings and weekends; please call for availability. Due to staff scheduling, walk in notary services are not guaranteed, therefore appointments are recommended.

Fee

Manlius Library does not charge for a notarization but will accept a donation if one is made.

Signature Limit per Day

Patrons are required to look through their document(s) and determine how many notary signatures are required in total. If more than five are required, an appointment must be made.

Impermissible Documents

Notaries at Manlius Library are within their legal right to refuse to notarize certain documents. These include, but are not limited to:

- Wills and adjacent documents such as codicils and living wills
- Certified copies of vital documents (birth, marriage, death)
- Electronic I-9 forms
- Any documents requiring Apostille authentication
- Documents that are incomplete or blank
- Documents with electronic signatures
- Electronic documents

Refusal to Notarize

Notaries will not provide the service if the patron, document, or circumstances of the request raise any issue of authenticity, ambiguity, doubt, or uncertainty for the notary. Manlius Library notaries have the discretion to refuse services if the signer appears unwilling or unable to sign the document, and/or does not provide proper identification.

Notarial Wording



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Notarial Wording has to be present for a document to be notarized. If there is no notarial wording, then the patron must choose one of the following certificates to be attached to the document: Jurat or Acknowledgement.

Translation and Foreign Language Documents

Notaries at Manlius Library cannot speak to the patron requiring a notary through a translator, the notary must be able to communicate with the patron directly. Additionally, Manlius Library notaries are only able to notarize a document in a foreign language if the notarial language is in English, and the patron requiring a notary can understand the wording in that section without the use of a translator.

Witnesses

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 requiring a notary and must be in possession of valid and current photo ID. If the document so designates, the notary can occasionally also serve as a witness for the document, but this must be explicit in the document's instructions. If the patron does not bring a witness when required, the notary will ask them to return at another time with one.

What to bring

Patrons requiring a notary must bring the following to the library for the notary to take place:

- The completed but unsigned document. Manlius Library notaries cannot notarize documents that have already been signed. The document must otherwise be completed and in order, and the full document must be present for the notarizing;
- All the people who will sign the document, including the necessary number of witnesses; and
- All signatories must bring a current photo ID. Manlius Library notaries cannot accept expired ID, ID without a photo that resembles the patron requiring the notary, and non-government forms of ID including membership cards.

Disclaimer

While many legal documents must be notarized, having something notarized does not make something legal. Our notaries are there to verify the identities of those involved and witness that they are signing the document willingly. A notary public is not an attorney and therefore cannot provide legal advice, cannot make something legal, and cannot ensure the truthfulness of a document. If you need legal advice, please consult a certified attorney.

Liability and Insurance

The notary is covered under the library's insurance while performing official notary duties. However, the library is not responsible for any issues arising from the content of documents or from the actions of the



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signer. The library is not liable for any errors or omissions in the notarized documents or for any consequences resulting from the notarization of invalid or fraudulent documents.

Other Locations that Provide Notary Services (call for availability and possible cost)

Village of Manlius Clerk's Office
315-682-9171

Onondaga County Clerk
315-435-2227

Community Library of Dewitt & Jamesville
315-446-3578

Fayetteville Free Library
315-637-6374 (appt. only)

Town of Manlius Police Department
315-682-2212

The UPS Store in Manlius
315-682-4999