

## Maxfield Public Library Notary Services Policy

The Maxfield Public Library offers **limited notary services** under the following conditions:

- **Residents of Loudon and library cardholders** may access notary services **free of charge**.
  - **Non-residents** may use notary services for a **\$2.00 fee**.
  - Services are intended for **simple documents** that do not require specialized legal knowledge.
  - Library notaries **cannot use a translator** to communicate with individuals seeking notarization.
  - Notaries are **prohibited from providing legal advice**, preparing legal documents, or determining the correct documentation. Library staff may only direct patrons to appropriate resources or offices for legal inquiries.
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### Documents Notarized

The library **will not notarize** the following types of documents:

- Documents in a language the notary cannot read or write
  - Electronic documents
  - Wills per RSA 456-B:2 VII
  - Blank documents (all forms must be completed except for the signature and date)
  - An apostille per RSA 5-C: 98, 99
  - Vital records (birth, adoption, death, fetal death, marriage, divorce, legal separation, and civil annulment) per RSA 5-C: 1, XXXVI-VII, 5-C: 98
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### Preparation for Notary Services

To ensure a smooth notarization process, please follow these guidelines:

1. Bring a valid, government-issued photo ID that is current, unexpired and that contains the signature or a photograph of the individual [RSA 456-B: 2-b, II (a) (2)].
2. Bring all documents unsigned. Documents must be signed **in the presence of the notary**.
3. Complete all other required information beforehand (except for the signature and date).
4. The Notary Public must be able to confirm the identity of the person before witnessing any signatures (per RSA 456-B: 2, II, VI).

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## **Right to Refuse Service**

In accordance with **New Hampshire RSA 455**, notary services may be declined if the notary determines that any aspect of the request raises issues of:

- Authenticity
- Ambiguity
- Doubt or uncertainty

Notary services are available until **30 minutes before the notary's scheduled workday ends**.

Approved by the Library Board of Trustees on   2/10/25  .