

### **Notary Public and Justice of the Peace Policy**

The Merrimack Public Library offers Notary Public Services and Justice of the Peace (JP) Services per guidelines listed in NH RSA 455 for the benefit of our community. Notary and JP services are provided free of charge.

- Library Notaries and JPs are scheduled during the Library's hours of operation. Notary and JP service is not available fifteen (15) minutes prior to the time of closing.
- Customers ("Requesters") seeking Notary or JP Services should call the Library prior to their visit to ensure that a Notary or JP is available at that time. The Library can be reached by calling (603) 424-5021.
- The document to be executed must be completely filled out, leaving no blanks other than where the requester will sign the document, before appearing before the Library Notary or JP.
- Documents in any language other than English will not be notarized at this facility.
- Notary and the requester must be able to communicate directly with each other. Library Notaries are not permitted to make use of a translator.
- Birth Certificates, Death Certificates and Marriage Certificates cannot be photocopied and notarized.
- The requester must provide the Notary or JP with at least one valid form of identification that provides a physical description of the signer. The Notary or JP may decline to notarize a document if the signer cannot provide valid identification. Acceptable forms of identification are:
  - A current passport from any country, written in a language that the Notary or JP can read;
  - A valid driver's license from any state of the United States, Canada, or Mexico;
  - A valid non-drivers photo identification card from any state of the United States; or
  - A United States military identification card.
- The requester must provide their own witness, who must personally know the requester and must be in possession of valid photo identification.
- Notaries and JPs will not provide service if the customer, document or circumstances of

the request raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary or JP may, at their sole discretion, decline to provide Notary or JP Service.

### **Appendix A. Recommended Oral Ceremonies:**

Acknowledgment: “Do you acknowledge that this is your signature and that you understand and willfully signed this document?”

Affirmation: “Do you solemnly affirm, under the penalties of perjury, that the statements made herein are true?”

Oath: “Do you solemnly swear, under the penalties of perjury, that the statements contained herein are true, so help you God?”

Oath Given to a Credible Witness: “Do you solemnly swear that (person making the acknowledgment or oath) is the person named in the document; that (person making the acknowledgment or oath) is personally known to you; that it is your reasonable belief that the circumstances of (person making the acknowledgment or oath) are such that it would be very difficult or impossible for him to obtain another form of identification; that (person making the acknowledgment or oath) does that possess any of the acceptable identification documents; and that you do not have a financial interest nor are you named in the document, so help you God?”