

**Library of the Chathams**  
**Notary Public Service Policy**

*Adopted August 26, 2014*  
*Revised November 20, 2025*

Library of The Chathams offers free notary public service for the benefit of the residents of The Chathams. The following guidelines will be followed in the provision of Notary service:

- A Notary Public is generally available at the library from 9:30 to 4:30, Monday through Friday.
- Customers seeking Notary Public services should call the library at 973-635-0603 prior to their visit to confirm that a Notary is available at that time.
- Notary Public service is provided on a first-come, first-served basis.
- Valid photo identification is required of any customer seeking Notary Public service.
- Notary Public service is limited to three documents per person per day.
- The library will provide one witness if needed. If additional witnesses are required, the customer must provide them.
- In accordance with New Jersey Notarial Law, Notaries Public will not provide service if the customer, document or circumstances of the request for Notary Public service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library or Notary Public.