

Borough of Florham Park



NOTARY POLICY

The Borough of Florham Park offers free Notary Public Services for the benefit of the residents of our community. The following guidelines will be followed in the provision of Notary Public Services:

- Borough Notary Publics are available Monday through Friday between the hours of 9:15am to 12:00pm and 2:00pm to 4:00pm. *Notarization is not available in the thirty (30) minutes prior to closing time.*
- It is strongly encouraged that residents call or email clerk@fpboro.net to make an appointment to ensure that a Notary is available. Due to absences, lunch breaks, meetings etc., we cannot guarantee that a Notary Public will be available at all times.
- Valid photo identification is required for anyone seeking Notary Public Services. Acceptable forms of photo identification include a valid driver's license, a valid non-drivers photo identification card issued by the State or federal government, or a valid US passport.
- **DO NOT** sign your documents before appearing in front of the Notary Public and providing your identification.
- The Borough **WILL NOT** provide witnesses. If a witness or witnesses are required, the signor must bring their own witnesses with them and the witness or witnesses must present valid photo identification to the Notary Public.
- Notary Public Services **ARE NOT** available for **Codicils, Depositions, Living Trusts, Living Wills, Mortgages, or Wills.**
- Notary Publics **CANNOT** certify copies of vital records. Examples of such records are birth certificates, death certificates, and marriage certificates.
- New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Borough Notaries are not permitted to use a translator to communicate with a customer. Documents in any language other than English will not be notarized.
- Each Borough Notary Public shall maintain a journal of notarial acts performed pursuant to N.J.A.C. 17:50-1.11.
- Borough Notary Publics cannot and will not provide legal advice or legal review of documents.