

Brookline Public Library
Notary Public Services Policies

The Brookline Public Library offers limited notary services to residents of Brookline and library cardholders at no cost. Please call the library ahead of time to verify that a notary is available.

The library's free notary service is intended for simple documents that do not require special knowledge to understand. Notaries will not notarize:

Documents in a language that the Notary does not read and write

Signatures or fingerprints of a minor

Real Estate transactions of any type

Deeds

Wills

Vital records

Lengthy or complex documents

Please be prepared for your visit by doing the following:

- Bring a valid, government-issued photo ID
- Bring all unsigned documents to be notarized. They must be signed in the presence of the notary to be valid.
- Complete all information other than the signature and date beforehand.
- If your document requires witnesses, they must come with you along with their own government-issued photo IDs and they must be known to the person whose documents are being notarized. The library staff will not serve as witnesses, nor can witnesses be solicited from patrons using the library.

The notaries may, at their sole discretion, refuse a request for notarization for any reason.

Notary services are available until thirty minutes before the Notary's workday ends.

Approved by Library Board of Trustees on 01/10/2023