



# Notary Services



The Township of Deptford is pleased to provide Notary Public services for the **residents of Deptford Township only**. Notary services are available at the Township of Deptford Municipal Building located at 1011 Cooper Street, Deptford during the hours of 9:00 a.m. - 4:00 p.m. Please review the information below and follow all instructions before visiting the Township.

**Valid Identification:** Per the State of New Jersey Notary **Public Manual**, acceptable identification shall include a signature and a photograph of the individual's face which is current or expired not more than three (3) years.

**Examples of Acceptable ID:**

- ✓ A State issued Driver's License or official non-driver's ID
- ✓ U.S. Government issued ID
- ✓ U.S. or foreign passport

**Examples of Unacceptable ID:**

- X Social Security cards
- X Birth Certificates
- X Credit Cards

*The Township may require additional forms of identification to prove residency such as a current utility bill, insurance bank and/or mortgage statements, lease agreements within 90-days.*

**Documents:** Documents must be presented in full, complete and true form. Documents must be signed in the presence of the Notary. ***Do not sign your documents in advance!***

**Witness:** The Township will not provide witnesses, and witnesses may not be solicited from the employees or residents at the Municipal Building. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must provide a valid photo ID.

**Fee:** There is a Notary fee of \$2.50 per page, payable cash only. This fee is waived for Deptford Township residents over 65 and US Veterans that reside in the Township.

To prevent any conflicts of interest, Notary Public services will not be provided for any documents that will be recorded, filed or processed in or by the Township of Deptford. Notary Service is not for Deeds, Mortgages, or other Real Estate Closing documents. Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage certificates

In accordance with New Jersey Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Township. In this event, the Township Notary may, at their sole discretion, decline to provide Notary Service.

***Disclaimer: Be advised that the Township of Deptford is not offering legal advice by notarizing a document. Township Notary Publics are not licensed attorneys authorized to practice law. Township Notary Publics may not provide legal advice on any matter, nor accept a fee for the same.***