



NOTARY PUBLIC POLICY

Effective 11/01/2021

iPack n Ship provides Notary Services to the public during normal business hours. After hours appointments will be accepted based upon Notary availability.

Our normal business hours are from 10:00 – 6:00, Monday-Friday.

It is recommended that customers seeking Notary service call prior to their visit to ensure that the Notary is available. Some documents require additional amount of time and/or expertise to process, you will need an appointment to set aside enough time to properly complete these documents.

Walk-In Notary service is provided on a first-come, first-serve basis.

A valid photo identification is required of any customer seeking Notary service e.g., Driver's License, Passport, Non-Driver ID (issued by the Motor Vehicle Commission).

The Notary's duty is to screen the signers of important documents for their true identity, their willingness to sign without duress or intimidation, and their awareness of the contents of the document or transaction. Some notarizations also require the Notary to put the signer under an oath, declaring under penalty of perjury that the information contained in a document is true and correct. Your ID and the name on the document must match.

- The Notary is not an attorney and cannot provide legal advice or counseling regarding your documents.
- Do not sign the document until you appear before the Notary. The Notary will only attest to documents signed in his/her presence.
- The person who will sign the document must ensure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. The Notary may not notarize any document with blank spaces.

Witnesses – Certain documents can require one, two or three witnesses. Review your document prior to arrival and make the appropriate witnesses arrangements. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification. The witness must appear in person with the customer.

Communication & Documents - New Jersey law requires that a Notary and the customer seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a customer. Documents to be notarized in any language other than English will require additional documentation to be notarized, and will be at the discretion of the Notary.

Mobile Notary Service – We are able to provide Mobile Notary Service with an advanced appointment. If the signer of a document is unable to appear at our office, we can make arrangements to come to you.

Copies of Documents - Only the originals of certain public documents can be notarized; these may include certain Passports, Birth Certificates, Death Certificates and Marriage Certificates. If a copy of an original document requires notarization, it is our policy that the Notary will make a copy of the original document. We will not accept copies not made by the Notary.

Right to Refuse Service - 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. In this event, the Notary may, at their sole discretion, decline to provide Notary service.