



# Office of the Town Clerk

TOWN OFFICES • 19 WASHINGTON ST. • SHERBORN, MA 01770  
508-651-7853 • FAX 508-651-0407

## **Notary Services Policy**

Town employees provide Notary services as a courtesy to residents.

The following guidelines will be followed in the provision of Notary Service:

- Notary services are available during the Town Clerk's office normal business hours but are not available fifteen minutes before closing.
- A valid, government issued photo identification is required of anyone seeking Notary service.
- The document(s) cannot already have been signed nor dated.
- All signers must be present at the time of notarizing, including witnesses. Signers are responsible for providing witnesses for your document and signers must ensure that the witnesses meet all state and document specific requirements. Notaries do not supply witnesses.
- The Notary is stating they have witnessed the document being signed.
- The document must contain the appropriate Notarial Statement or Clause.
- Notary Service is limited to three (3) documents per person, per visit.
- Only documents in English will be notarized in our office.
- Notary service is not available for power of attorney, deeds, mortgages, wills, living wills, living trusts, codicils or depositions.
- Certain public documents cannot be copied and notarized, such as birth, marriage and death certificates.
- Massachusetts Law requires that a Notary and the person 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 Notary Service customer.
- In accordance with Massachusetts 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 his/her sole discretion, decline to provide Notary Service.
- Residents seeking Notary Service should call the Town Clerk's office, 508-651-7853, to confirm a Notary is available. Appointments are preferred.