

# Town of Wellesley



## NOTARY SERVICES GUIDELINES

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The Select Board office provides Notary services as a courtesy. Residents seeking Notary services should call the Town Hall at 781-431-1019 ext. 2219 prior to their visit to ensure that a Notary is available.

The following guidelines will be followed when providing Notary services:

- Notary services are available during the normal business hours **by appointment only**.
- A valid, government-issued photo identification is required of any customer seeking Notary service.
- The document(s) CANNOT already have been signed nor dated.
- All signers must be present at the time of notarizing. Individuals seeking Notary services may be accompanied by spouse/caregiver if needed).
- If your document requires a witness(s), they must accompany you.
- The Notary is stating they have witnessed the document being signed.
- The document must contain the appropriate Notarial Statement or Clause, or one will be stamped on the document by the Notary.
- Documents in any language other than English will not be notarized at this facility.
- **Notary service is not available for** deeds, mortgages, wills, living wills, living trusts, codicils, depositions or court documents.
- Certain public documents cannot be copied and notarized. Examples of these are birth, marriage and death certificates.
- Massachusetts law requires that a Notary and the person seeking notarization be able to communicate directly with each other.
- 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 Services.

***Questions and Appointments regarding Notary services? Please contact the Select Board office at 781-431-1019, ext. 2219.***