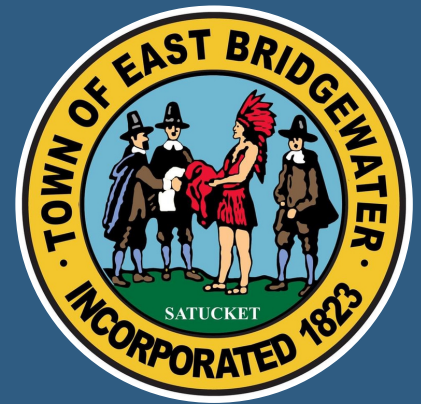


# NOTARY SERVICES GUIDELINES

## TOWN CLERK OFFICE



- Notary Services are available during the regular business hours by **appointment only**.
- Any customer seeking Notary Service requires valid, government-issued photo identification.
- The document(s) CANNOT already have been signed nor dated, the notary needs to witness.
- All signers must be present at the time of notarization.
- If your document requires a witness(s), it would be helpful if you have them accompany you.
- Notary Services are NOT available for Deeds, Mortgages, Wills, Trusts, Codicils or Depositions.
- Certain public documents cannot be copied and notarized. Ex. Birth, Marriage, and Death Certificates.
- The document must contain the appropriate Notarial Statement or Clause, or one will be stamped on the document by the Notary.
- Massachusetts law requires that a Notary and the person seeking notarization be able to communicate directly with each other.
- Per 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 decline to provide Notary Services at their sole discretion.

**QUESTIONS AND APPOINTMENTS REGARDING NOTARY SERVICES: PLEASE CONTACT THE TOWN CLERK'S OFFICE AT  
508-378-1606 OR [TOWNCLERK@EASTBRIDGEWATERMA.GOV](mailto:TOWNCLERK@EASTBRIDGEWATERMA.GOV)**