

NOTARY SERVICES

Please note Notary Services are provided as a courtesy!

A Notary does **NOT** give legal advice.

The following are REQUIRED in order to be provided with Notary Services:

- The document CANNOT already have been signed
 - All signers **MUST** be **PRESENT** at time of notarizing
 - The Notary is stating they have **WITNESSED** the document being signed
- The person(s) signing **MUST** provide a proper photo ID
- The document **MUST** contain the appropriate Notarial Statement (**Clause**)-**NO EXCEPTIONS**
 - Types of Notary: Jurat (statements are true) **OR** Acknowledgement (ones free act)
 - The certificate **MUST** contain the oath given by notary to identify the type of notary act
- In most cases, this office does not charge for notarizations but does accept donations to the Foxborough Discretionary Fund
- If the documents being notarized are numerous in quantity, requiring significant staff time, we may charge a **nominal fee of \$20.00** (i.e. wills/trust/estate documents, mortgage closing packages, or multiple documents which require the signature of a witness, etc.)
- We do not notarize **copies** of original documents- **NO EXCEPTIONS**
- **Staff reserves the right to deny notarial services if the above mentioned policies are not followed or if documents are incomplete or if documents are in a format that is unacceptable to this office or if the documents do not have the notarial clause/statement.**

Policy Effective: February 2, 2016