

# Town of Wellesley



## NOTARY SERVICES GUIDELINES

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Town Hall Notary services are provided as a courtesy to residents, **by appointment only**. Appointments are available Monday through Thursday from 9:00 AM to 12:00 Noon. For an appointment, email [Notary@Wellesleyma.gov](mailto:Notary@Wellesleyma.gov).

***Other local locations providing Notary Services include: The UPS Store, local bank branches, copy stores and local legal offices.***

The following guidelines will be followed in the provision of Notary Services.

- Notary Services are available 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.
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- 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.
- Notary Service is **not available** for deeds, mortgages, wills, living wills, living trusts, codicils, power of attorney, 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 their sole discretion, decline to provide Notary Services.

***Questions and Appointments regarding Notary services please contact Town Hall at 781-431-1019, ext. 2219 or 2252.***