



TOWN CLERK

SHARON, MASSACHUSETTS 02067

MARK F. HOGAN
TOWN CLERK

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ASSISTANT TOWN CLERK

NOTARY SERVICE GUIDELINES

The Town Clerk's office provides Notary Services as a courtesy. Residents seeking Notary Services should call the Town Clerk's office prior to their visit to ensure that a Notary is available. During certain times, Notary Services may be suspended. At these times information will be posted at <https://www.townofsharon.net/town-clerk>.

These guidelines shall be followed in the provision of Notary Service:

- Notary Services are available during the normal business hours.
 - Starting 15 minutes after opening
 - Concluding 15 minutes prior to closing
- Notary Service is provided on a first-come, first-serve basis.
- There is a three signature notarization limit. Any person requiring a larger job should seek an alternative.
- A valid, government-issued photo identification is required of any person seeking Notary Service.
- The document(s) cannot be signed or dated prior to appearing in front of the Notary Public.
- All signers must be present at time of notarizing.
- 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 added to 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 or depositions.
- In situations where a witness is required, the Staff will not provide said witnesses, and witnesses may not be solicited from patrons of Town Hall. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification. Witnesses must accompany you.
- Certain public documents cannot be copied and notarized. Examples of these are birth certificates, death certificates and marriage 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 their discretion, decline to provide Notary Service.

**For questions regarding Notary services please contact the Town Clerk's office at
781-784-1500 ext. 1201 or at vote@townofsharon.org.**