



TOWN OF MIDDLEBOROUGH

Town Clerk's Office

Bank Building, 20 Centre Street

Middleborough, Massachusetts 02346-2250

508-946-2415 phone

508-946-2308 fax

Allison J. Ferreira
Town Clerk

NOTARY SERVICES GUIDELINES

The Town Clerk's office provides Notary services as a courtesy. Anyone seeking Notary Services should call the Town Clerk's office prior to their visit to ensure that a Notary is available at (508) 946-2415.

The following guidelines will be followed in the provision of Notary Service:

- *Notary Services are available 8:45 am to 4:45 pm*
- *A valid, government-issued photo identification is required of any customer seeking Notary Service*
- *The document(s) must be signed and dated in the presence of the Notary, the documents should not be signed or dated prior to*
- *Anyone signing the document must be present at the time of notarization*
- *The purpose of the Notary is to witness the document being signed, not interpret the document*
- *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 or depositions.*
- *Certain public documents may not 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 Service*

**Should you have any questions regarding Notary services, please call the
Town Clerk's Office @
(508) 946-2415 or e-mail clerkweb@middleborough.com**