



City of Newburyport

NOTARY SERVICES GUIDELINES

The City Clerk's office provides notary services free of charge as a courtesy. Individuals seeking notary services should call the City Clerk's office prior to their visit to ensure that a notary is available.

The following guidelines will be followed in the provision of notary services:

- The document(s) **cannot** already have been signed or dated. The notary is stating they have witnessed the document being signed.
- All signers must be present at the time of notarizing.
- A valid, government-issued photo identification is required of all individual(s) seeking notary service.
- 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 services are **not** available for legal documents. Examples include, but are not limited to, wills, trusts, powers of attorney, healthcare proxies, deeds, mortgages, I-9 forms, depositions, and marital separation agreements.
- Certain public documents cannot be copied and notarized. Examples of these are birth, marriage, and death certificates.
- Notary services are available during the normal business hours and are not available in the fifteen (15) minutes prior to the time of closing.
- Notary service is provided on a first-come, first-served basis.
- Massachusetts law requires that a notary and the person seeking notarization be able to communicate directly with each other.
- In accordance with Massachusetts 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.

Please call the City Clerk's office at (978) 465-4407 with any questions.