

# NOTARY SERVICES AVAILABLE AT BARNSTABLE TOWN HALL

In providing these services, the following guide has been established so that everyone understands how this service will be provided. We appreciate your attention to these limits and guidelines prior to requesting service.

Based on Massachusetts General Law Chapter 222 Section 17E - the notaries will not notarize real estate documents or deeds. *An attorney is required for those documents.*

Notary service is not available for the following documents: including mortgage documents, trusts, power of attorney, codicils, depositions and various other types of financial documents. (These documents are best handled at Law offices or Real Estate offices.)

Staff reserves the right to deny notarial services if the below-mentioned policies are not followed, if documents are incomplete, if documents are in a format that is unacceptable to this office.

1. A valid, government-issued photo identification is required of any individual seeking Notary service.
2. Documents in any language other than English will not be notarized at this facility.
3. The document(s) can neither be already signed nor already dated.
4. All signers must be present at the time of notarizing.
5. If the document requires a witness(es), he/she/they must accompany you.
6. *The Notary is merely stating that he/she has witnessed the document being signed.*
7. The document must contain the appropriate Notarial Statement or Clause, otherwise, one will be attached to the document by the Notary.
8. Massachusetts law requires that a Notary and the person seeking notarization be able to communicate directly with each other.
9. In accordance with Massachusetts Notarial law, Notaries will not provide service if the individual making the request, the document, or the circumstances of the request for Notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty.
10. The Notary may, at his/her sole discretion, decline to provide Notary service.

**Appointments are available Tuesday – Friday from 8:30am to 1:00pm**

**To schedule an appointment please call 508-862-4658 or 508-862-4610**