



# Town of Westwood Office of the Town Clerk



## NOTARY SERVICES GUIDELINES

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The Town Clerk's office provides Notary services as a courtesy. Residents seeking Notary Services are required to call the Town Clerk's office prior to their visit to schedule an appointment.

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

- Notary Services are available during normal business hours, preferably by appointment, to ensure a Notary is on duty and available to assist you.
- A valid, government-issued photo identification is required of any customer seeking Notary Service. *(Cannot present an expired form of identification)*
- The document(s) CANNOT already have been signed nor dated.
- All signers must be present at the time of notarizing.
- 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 at this facility.
- Notary Service is not available for Deeds, Mortgages, Power of Attorneys, Wills, Living Wills, Living Trusts, Codicils or Depositions.
- 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 his/her sole discretion, decline to provide Notary Services.

***Questions and Appointments regarding Notary services please contact the Town Clerk's office at 781-326-3964 or [townclerk@townhall.westwood.ma.us](mailto:townclerk@townhall.westwood.ma.us)***