



**Town of Seekonk  
Office of the Town Clerk**

**NOTARY PUBLIC SERVICES**

The Seekonk Town Clerk's office provides basic Notary Public services as a courtesy. Residents seeking services of the Notary Public should call the Town Clerk's office to make an appointment prior to their visit to ensure that the Notary is available and the document meets the requirements articulated below. The document and signer must conform to the following requirements:

- Notary Public Services are available during regular business hours only, 30 minutes after office opening until 30 minutes before office closing.
- Notary Service is **NOT AVAILABLE** for: **deeds, mortgages, real estate transactions, wills, living wills, living trusts, powers of attorney, codicils, depositions or incomplete documents.**
- A valid, unexpired government-issued photo identification is required for every request for notarization.
- The signature field on the document must be blank if the signature is to be witnessed/attested by the Notary Public.
- All individuals who will sign the document must be present at the time of notarizing.
- If a separate witness to the signing is required, the person requesting the notarization must provide the witness; members of the office staff will not serve as a witness. The required witness must be present at the time of signing and must also provide valid, unexpired, government-issued photo identification.
- Massachusetts laws require that a Notary Public and the person seeking notarization be able to communicate directly with one other, not through a third party. Only documents written in English will be notarized by the Town Clerk or Asst. Town Clerk serving as Notary Publics.
- Certain documents cannot be copied and notarized. Some examples of these are birth, marriage and death certificates.
- In accordance with Massachusetts Notarial Law, MGL ch. 222, a Notary Public 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.

7/12/2023



**Notary Fee = \$1.00  
Per Notarized Signature**

All Notary fees collected are donated to Seekonk Animal Shelter