

Donna J. McCoy  
Town Clerk

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## OFFICE OF THE TOWN CLERK

### NOTARY SERVICE GUIDELINES

The Town Clerk's office provides Notary Services.

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

- Notary Services are available Monday through Friday 8:30AM-4:00PM.
- A valid, government-issued photo identification is required.
  - Example: driver's license or passport
- The document(s) CANNOT already have been signed nor dated.
- All signers must be present at the time of notarizing.
- The Notary is stating they have witnessed the document being signed.
- 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.
- Vital records cannot be copied or 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, documents, or circumstances of the request for Notary Service raise any issue or authenticity, ambiguity, doubt, or uncertainty. In this event, the Notary may, at his/her sole discretion, decline to provide Notary Services.

There is a \$2.00 fee for the first (3) pages and \$1.00 for every additional page.

We do not make public copies.

*Questions regarding Notary services please contact the Town Clerk's office at  
(978) 671-0924 or [townclerk@town.billerica.ma.us](mailto:townclerk@town.billerica.ma.us)*