

NOTARY SERVICES GUIDELINES

Please read and adhere to the following guidelines:

1. Notary Services are available during the following business hours:
 - Monday-Wednesday 8:30AM to 4PM
 - Thursday 8:30AM to 7PM
 - Friday 8:30AM to 12PM
2. All signers must be present at the time of notarizing.
3. All signers must provide a valid, government issued photo I.D.
4. The documents must be signed in front of the Notary.
5. If your document requires a witness(s), they must accompany you. We cannot ensure that a witness will be available.
6. The City Clerk's office will only notarize documents in English.
7. Notary Services are not provided for Deeds, Mortgages, Power of Attorneys, Wills, Living Wills, Living Trusts, Irrevocable Trusts, Codicils or Depositions.
8. Vital Records and certain other public documents cannot legally be notarized.
 - The City Clerk's Office can provide city certified copies of vital records filed with the city of Somerville at a fee of \$15/copy.
9. Notary Services are not Legal Services. The City Clerk's Office does not provide any legal advice regarding the documents that require notarization.
10. 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 their sole discretion, decline to provide Notary Services.

**If you have any questions, please contact the
City Clerk's Office at 617-625-6600 ext. 4100 or cityclerksoffice@somervillema.gov.**