

**Town of Shelburne**  
**Office of the Shelburne Town Clerk**



**NOTARY SERVICES GUIDELINES**

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The Shelburne Town Clerk's office provides Notary service. Residents seeking Notary Services should call the Town Clerk's office prior to their visit to ensure that the Notary is available.

The following guidelines will pertain to all Notary Services:

- Notary Services are available during normal business hours of Monday - Tuesday 10-5 and Thursday 10-4, or by appointment only. Contact information is 413-625-0300 ext. 3. [townclerk@townofshelburnema.gov](mailto:townclerk@townofshelburnema.gov)
- A valid, government-issued photo identification is required of any customer seeking Notary Service.
- 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 the Notary will stamp one onto the document.
- Documents in any language other than English will not be notarized at this office.
- Notary Service is not available for deeds, mortgages, wills, living wills, living trusts, codicils or depositions.
- Certain public documents must not 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. The Notary may, at his/her sole discretion, decline to provide Notary Services.