



## Manchester-By-The-Sea Office of the Town Clerk

### NOTARY PUBLIC SERVICES

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We provide Notary Public services solely for residents of Manchester-by-the-Sea following these guidelines:

- Notary Services are available during normal business hours, preferably by appointment, to ensure a Notary Public is on duty and available to assist you.
- A valid, government-issued photo identification is required of any customer seeking Notary Service. (*Expired identification is not acceptable*)
- The Notary Public is stating they have witnessed the document being signed; therefore, the document(s) must be signed in front of the Notary Public and all signers must be present at the time of notarizing.
- If your document requires additional witness(s), they must accompany you.
- Notary Service is not available for any Deeds, Mortgages, Power of Attorneys, Wills, Living Wills, Living Trusts, Irrevocable Trusts, Codicils or Depositions.
- In accordance with Massachusetts Notarial Law, Notaries may, at their sole discretion, decline to provide Notary Services if they feel there might be any issue of authenticity, ambiguity, doubt, or uncertainty.
- To find a notary outside Town Hall, please contact a UPS store, Staples and/or NY Mobile Notary in Peabody.

*For questions and appointments regarding Notary Public services, please contact the Town Clerk's office at 978.526.2040 or via [townclerk@manchester.ma.us](mailto:townclerk@manchester.ma.us)*

Select Board Approved 4/16/2024