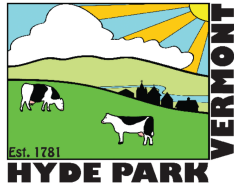




HYDE PARK TOWN CLERK NOTARY SERVICES POLICY

The following policy applies to Notary Services provided by the Hyde Park Town Clerk's Office as of October 1, 2021.

1. The duty of the Notary is to take acknowledgements. This means that the Notary certifies that an individual has acknowledged that an act of signing a document is his or her free act and deed.
2. DO NOT SIGN THE DOCUMENTS until instructed to by the Notary. You must sign the document in front of the Notary.
3. Notary services are provided to walk-in's at the discretion of the Town Clerk and Assistant Town Clerk.
4. Notary Services **will not** be provided to anyone we do not know personally without valid picture identification. If we are unable to provide a notary for you, you can find a notary on the Vermont Secretary of State's website: <https://sos.vermont.gov/>
5. Under 26 VSA Section 5372, a notary public may refuse to perform a notarial act if the notary is (1) not satisfied that the individual before them has capacity or is competent to execute the record, or (2) not satisfied that the individual's signature is knowingly and voluntarily made. A notary public may also refuse to perform notarial acts under other circumstances so long as the notary public's refusal is not otherwise prohibited by law.
6. You will be asked to sign our Notary Log Book to receive services.
7. Documents must have a Notary Block.
8. If your document(s) require witnesses, *you are responsible to bring your own witnesses.*
9. We **do not** notarize Wills, Divorce Documents, Power of Attorney or Custody Papers or land documents (i.e. deeds, mortgages, loan modifications, transfer of property or title, liens etc.) that will be recorded in the Town of Hyde Park Land Records. We do not notarize copies of documents such as driver licenses, passports, diplomas, etc.
10. Town Clerk and Assistant Town Clerk do not preform document verification. For this service, please contact the Vermont Secretary of State's Office (<https://sos.vermont.gov/secretary-of-state-services/apostille-or-authentication/>)
11. We **do not** notarize documents written in a foreign language. We recommend you contact the Secretary of the State's Office, Notary Division.
12. There is no charge for notary services when provided by the Town Clerk or the Assistant Town Clerk.



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