



BOLTON NOTARIAL SERVICES POLICY

Adopted October 11, 2017

The following policy applies to Notarial Services provided by the Bolton Town Clerk's Office as of January 1, 2018.

1. The duty of the Notary is to verify the identity of a person signing a document and to certify the Notary personally knows or has seen valid ID of the individual, and that the individual has acknowledged that an act of signing a document is of their free act and deed.
2. The Town Office only provides notarial services to Bolton residents and property owners.
3. Notarial Services may be provided to walk-ins at the discretion of the Clerk as time and workload allows.
4. Notarial Service will NOT be provided to anyone we do not know personally or who does not have valid identification. If we are unable to provide notarial services for you, you can find a notary on the Vermont Secretary of State's website: <https://www.sec.state.vt.us/archives-records/statutory-filings/notaries-public/find-a-notary.aspx>
5. The Town Office can only provide notarial services AND a witness when both the Town Clerk and the Assistant Town Clerk are in the office. If only one clerk is working or a document needs multiple witnesses, it is your responsibility to bring your own witnesses.
6. We **do NOT** notarize *wills, mortgages, divorce documents or custody papers*. We do **NOT** notarize *copies of documents such as driver licenses, passports, diplomas, etc.*