



TOWN OF SHREWSBURY

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The Town Clerks Office currently has two Notary Publics to conduct notary services. Please call the office at 508-841-8507 to determine if a notary will be available to fulfill your request.

Notary services are conducted pursuant to [M.G.L. Chapter 222](#) as amended by [Chapter 289 of the acts of 2016](#).

- Notary services are available during normal business hours (M-F 8:00 am to 4:30 pm)
- A valid, government issued photo identification is required by any customer seeking notary service
- The document(s) **cannot** already have been signed or dated prior to notarization. The notary must witness the customer's signature.
- All signers must be present at the time of notarizing
- If your document requires a witness(s), it would be helpful to have them accompany you
- The notary is stating that they have witnessed the document being signed and is not responsible for reviewing the content of the document
- The document must contain the appropriate Notarial Statement or Clause, or one will be stamped on the document by the Notary
- Documents in any language other than English may not be able to be notarized
- The Clerk's Office **does NOT notarize wills, power of attorneys or any real estate documents** as per the [Standards of Conduct of Notaries Public and the Governor's Executive Order #455 \(04-04\)](#) which advises these documents be completed by attorneys who can provide legal advice.
 - (a) A non-attorney notary public shall not assist a non-attorney in drafting, completing, selecting, or understanding a document or transaction requiring a notarial act, rendering legal advice, or otherwise engage in the practice of law.
 - (b) This section does not preclude a notary public who is duly qualified, trained, or experienced in a particular industry or professional field from selecting, drafting, completing, or advising on a document or certificate related to a matter within that industry or field.
 - (c) A notary public who is not an attorney licensed to practice law in Massachusetts, or who is not directly supervised by an attorney, shall not conduct a real estate closing and shall not act as a real estate closing agent. A notary public who is employed by a lender may notarize a document in conjunction with the closing of his or her employer's real estate loans.
- Certain public documents cannot be copied and notarized. Examples of this 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

- I-9 forms must have an accompanying letter designating the notary public as the authorized representative to complete the form and must have clear instructions.
- 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 his/her sole discretion, decline to provide Notary Services.

Questions? Contact the Town Clerks Office at 508-841-8507 or clerk@shrewsburyma.gov .