



Town of Rutland, Vermont

Notarization Policy

Adopted 3/14/2025

SERVICE REQUIREMENTS.

Appointments are not required but are encouraged.

The availability of Town Staff to perform notary services cannot be guaranteed and will only be done based on the availability and discretion of Town Staff.

Document signers and witnesses (if required) must bring valid identification documents (ID).

Government-issued photo identification is required of anyone seeking notary service. Town Staff members will decline to notarize a document if the signer cannot provide acceptable identification.

Be sure documents are complete and ready for signature. Notarization requires the signer to sign in the presence of a Notary. Town Staff members are prohibited from helping you to prepare, complete, or understand documents.

Document signers must be present at the time of notarization. Town Staff members can only provide witnesses if staff members are available. We cannot guarantee their availability.

SERVICE RESTRICTIONS.

Town Staff members will decline to provide notary services if the person, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty.

If a document does not contain a notarial certificate, the Town Staff may explain the purpose of certain basic notarizations so the signer may make the best choice for their document. The signer is responsible for consulting their own legal counsel or the document's creator or recipient to determine the notarial act required.

Town Staff will not notarize documents written in languages the Town Staff member does not read.

Town Staff cannot give you legal advice or advise you about immigration policies or procedures. You should seek the advice of a qualified attorney to assist you with any legal questions or with questions about legal status under immigration law.

Town Staff will not pre-date or post-date any document.