

Town of Reading

NOTARIAL SERVICES POLICY

(as of July 1, 2020)

The following policy applies to Notarial Services provided by the Reading Town Clerk's Office as of July 1, 2020

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. Notarial Services will be provided by appointment. Notarial Services may also be provided to walk-in's at the discretion of the Clerk as time and workload allows.
3. Notarial Services will not be provided to anyone we do not know personally ¹
If we are unable to provide a notary for you, you can find a notary on the Vermont Secretary of State's Website: <http://vermont-archives.org/notary/notary.asp>
4. Documents must have a Notary Block ²
5. If your documents requires witnesses, you are responsible for bringing your own witnesses

¹ Responsibilities of a Notary Public (<http://vermont-archives.org/notary/guide/Notary6.htm>)
VERMONT SECRETARY OF STATE - [Deborah L. Markowitz](#)

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EXAMPLE of a notary block:

STATE OF _____)

COUNTY OF _____)ss.

On this ____ day of _____, 20 __, before me personally appeared (name of person acknowledging) to me known to be the person who executed the foregoing instrument, and he (she) thereupon duly acknowledged to me that he (she) executed the same to be his (her) free act and deed.

Notary

My commission expires: