Norton Public Library
L.G. and Mildred Balfour Memorial
68 E. Main Street, Norton MA 02766, (508) 285-0265

Notary Policy

The Norton Public Library offers limited Notary services on site by appointment only.

Please review the following guidelines:

1. An appointment must be scheduled with the Notary. Only a small portion of the library staff are notaries public and the library is often open without a notary being present.
2. A valid, government-issued photo identification is required of any individual seeking Notary Service.
3. Please fill out your document completely in advance – do not leave any blank spots except for the signature and date line. The document(s) can neither be already signed nor already dated.
4. Massachusetts law requires that a Notary and the person seeking notarization be able to communicate directly with each other.
5. All signers must be present at the time of notarizing.
6. The Library will not provide witnesses, and witnesses may not be solicited from patrons using the Library. Those who need witnesses must bring their witnesses with them, and witnesses must provide valid photo ID.
7. The Notary is merely stating that he/she has witnessed the document being signed. Notaries cannot provide legal advice or assist in document preparation.
8. The document must contain the appropriate Notarial Statement or Clause.
9. Documents in any language other than English will not be notarized at this facility.

Because our notaries are not experts in law or finance, notary services are not available for deeds, mortgages, or other real estate closing documents, wills, living wills, living trusts, Power of Attorney, codicils, depositions, or I9 Employment Verification forms. They may not provide copy certification for government issued IDs, immigration forms and certificates, or vital records. Our notaries are not attorneys and have no authority to give advice on immigration or other legal matters. Please call in advance to verify that your document can be notarized at the library.

In accordance with Massachusetts Notarial law, Notaries will not provide service if the individual making the request, the document, or the circumstances of the request for Notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty. In any of these events, the Notary may, at his/her sole discretion, decline to provide Notary service.

Policy approved 3-12-24; amended 4-8-25