

NOTARY SERVICE REQUEST

PLEASE READ FIRST

- **Notary services are by appointment only.**
- **You must be a resident in the Town of Hardwick**
- All parties **must** be present and must show photo identification which contains a signature and Hardwick address.
- You must sign the document in front of the notary.
- We do not notarize Wills or Advance Directives.
- We do not notarize land documents (i.e., deeds, mortgages, loan modifications, transfer of property or title, mobile home bill of sale, liens, etc.) that will be recorded in the Town of Hardwick.
- Documents must have a Notary Block.
- If your document(s) require witnesses, you are responsible to bring your own witnesses.
- We cannot answer ANY questions about your document. For this service, please contact an attorney.
- We cannot perform document verification. For this service, please contact the Vermont Secretary of State's Office.