

NOTARY SERVICE REQUEST

PLEASE READ FIRST

• Notary services are by appointment only

We do not accept walk-ins. Please email or call to schedule an appointment. We have one notary in office currently.

802-472-5971

tonia.chase@hardwickvt.gov

kendra.parks@hardwickvt

- All parties **must** be present and must show photo identification.
- You must sign the document in front of the notary.
- We do not notarize Wills or Advance Directives.
- If your document(s) require witnesses, you are responsible for bringing your own witnesses.
- We cannot answer ANY questions about your document. For this service, please contact an attorney.
- We cannot perform document verification or apostille documents. For this service, please contact the Vermont Secretary of State's Office.

Thank you