

Town of Brookline, Vermont

PO BOX 403
734 Grassy Brook Road
Brookline, VT 05345
Phone (802) 365-4648
Fax (802) 365-4092
brook763@comcast.net

NOTARIAL SERVICES POLICY

The following policy applies to Notarial Services provided by the Brookline Town Clerk's Office as of October 1, 2017.

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 may be provided to walk-ins at the discretion of the Clerk as time and workload allow.
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 require witnesses, you are responsible for bringing your own witnesses.
6. We do not notarize Wills, Mortgages, Divorce Documents or Custody Papers. We do not notarize copies of documents such as driver licenses, passports, diplomas, etc.

¹ Responsibilities of a Notary Public (<http://vermont-archives.org/notary/guide/Notary6.htm>)
VERMONT SECRETARY OF STATE – <http://www.sec.state.vt.us/>

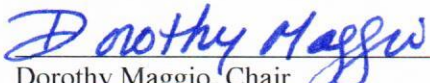
² Responsibilities of a Notary Public (<http://vermont-archives.org/notary/guide/Notary6.htm>)
VERMONT SECRETARY OF STATE – <http://www.sec.state.vt.us/>

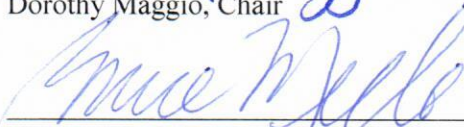
EXAMPLE of a notary block:

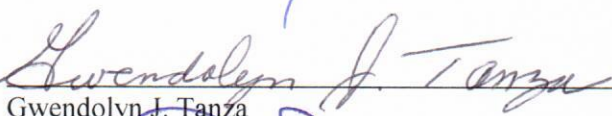
STATE OF _____
COUNTY OF _____)ss.
On this _____ day of _____, 20____, before me personally appeared (name of person acknowledging) to me known to be the person who executed the foregoing instrument, and he(she) thereupon duly acknowledged to me that he(she) executed the same to be his(her) free act and deed.
_____ Notary My Commission expires:

Updated Oct 2017

The Notarial Services Policy was reviewed and adopted by the Selectboard, Town of Brookline at its meeting held on the 1st day of November, 2017.


Dorothy Maggio, Chair


Bruce Mello, Vice Chair


Gwendolyn J. Tanza


David Jones


Chris Webb