

TOWN OF MAIDSTONE, VERMONT NOTARY POLICY

RESPONSIBLE OFFICIALS:

Town Clerk, Assistant Town Clerk, and/or Justice of the Peace, licensed by the State of Vermont as Notary Publics

PURPOSE:

To offer Notary Services to the Public consistent with 26 VSA § 5301 – 5380.

GENERAL DESCRIPTION OF PROCEDURE:

A Notary's duty is to screen the signers of important documents for their true identity, their willingness to sign without duress or intimidation, and their awareness of the contents of the document or transaction. The execution of this Notary's Duty will be in accordance with the following parameters:

1. Notary services will be provided when the individual is personally known to the Notary or can show an acceptable form of positive Identification. The State of Vermont does not recommend the use of a credible witness. (26 VSA § 5365)

2. Acceptable Forms of Positive Identification for Notary Services:
 - State-issued driver's license
 - State-issued identification card
 - U.S. passport issued by the U.S. Department of State
 - U.S. military ID
 - State, county and local government IDs
 - Permanent resident card, or "green card," issued by the U.S. Citizenship and Immigration Services*
 - Foreign passport*
 - Driver's license officially issued in Mexico or Canada**
 - ID deemed acceptable to the U.S. Department of Homeland Security*
 - Inmate ID issued by the State Department of Corrections or Federal Bureau of Prisons, if the inmate is in state or federal custody*
 - Inmate ID issued by a county sheriff, if the inmate is in the custody of the county sheriff*

** PLEASE NOTE: The State of Vermont does NOT accept digital licenses

3. A Notary Public may refuse to perform a notarial act if the Notary is (1) not satisfied that the individual before them has capacity or is competent to execute the record, or (2) not satisfied that the individual's signature is knowingly and voluntarily made. (26 VSA § 5372).

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4. A Notary Public must never offer legal advice or draft documents for another person. A Notary is duty-bound not to act in situations where they have a personal interest.

5. All Notary Publics for the Town of Maidstone are required to keep a notary journal, which needs to contain, at a minimum:
 - Date and Time of the Act
 - Type of Document/Purpose
 - Name of Signer
 - Type of Identification of the Signer

6. The Town of Maidstone does not charge a fee for notary services. The Town of Maidstone requires that all documents witnessed by a Notary Public contain a Certification of Notarial Act.

This Notary Policy will be reviewed annually and updated as appropriate. It replaces the Notarial Services Policy dated May 13, 2019.

APPROVED BY THE SELECTBOARD ON: 4-1-2024



Scott Lovell, Chairman

4-9-24

Date



Bruno McKenzie

4/4/24

Date



Brad McVetty

4-11-24

Date

**TOWN OF MAIDSTONE, VERMONT
NOTARY POLICY
Policy Adoption, Revision, and Renewal History**

ORIGINAL ADOPTION DATE: 5-1-2023

REV #1 ADOPTION DATE:

LATEST RENEWAL DATE: 4-1-2024

Relevant Vermont Statute(s): 26 V.S.A. § 5301-5380

REV #	REVISION DATE	REVISION DESCRIPTION