



NOTARY SERVICE POLICY

Please review these requirements before requesting notary service.

1	All parties must be present and must show photo identification.
2	You must sign the document in front of the notary.
3	We do not notarize Wills or Advance Directives.
4	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 Johnson.
5	Documents must have a Notary Block appropriate for the document.
6	Documents must be fully completed before they are presented for notarization.
7	We cannot answer ANY questions about your document. We cannot prepare, complete, correct, or advise you on the contents of your document. For this service, please contact an attorney.
8	Notary service is provided free of charge. We do not charge a fee for this service.
9	The Town of Johnson reserves the right to decline a notarial act.

Thank you for helping us provide efficient and appropriate notary service.

8/21/2026