Notary Public Service

Notary Public service is available at the Town Clerk's Office, the Mayor's Office and the Land Use Office during normal business hours. In accordance with the Connecticut General Statutes the signer must provide the notary with at least two (2) forms of identification containing the individual's signature, at least one of which also contains the photograph of the signer, or a physical description (i.e. driver's license or passport.) Please note: a social security card or birth certificate can not be used as a form of identification.

The cost for each notary seal is $3.00

Please make sure that your documents are complete (with exception of your signature). All dates and dollar amounts must be filled in. Please be advised that if you wish us to notarize your document we must see the entire document, if your document is confidential you may want to take it to an attorney to notarize.

Authentication of Notary's Signature

On occasion, particularly when documents are to be used outside of this country, the appointing authority will be asked to confirm the appointment and term of the notary public. This process is often described as "authentication" and, in the State of Connecticut, it involves attaching a certificate prepared by the Town Clerk's Office. The fee for this service is $5.00.

Notary Public Commissions

Notary Public commissions are issued by the Secretary of the State's Office in Hartford. Applications are available at the Town Clerk's Office. Notaries must record their commission at the Town Clerk's Office in the town where they reside. They may also record their commission in the town where they do business.

Recording fees are as follows: (Town Clerk's Office)

- Original commission of Notary Public: $20.00
- Renewal of commission: $20.00
- Change of name only: $15.00
- Change of address within town: $15.00
- Change of address to new town: $10.00

The Town Clerk's Office, Mayor's Office, and Land Use Office does NOT provide the following services:

Notarization of Documents in a Foreign Language

We cannot notarize documents written in a foreign language – we recommend that you contact the Secretary of the State's Office, Notary Division at (860) 509-6137, and request the name of a notary who can read your documents.

Notarization of Wills and Living Wills

We do not notarize Wills or Living Wills – we recommend that you have these documents notarized by an attorney.