

TOWN OF RICHMOND
NOTARY SERVICES POLICY

- Notary services provided to Town of Richmond residents only.
- Appointments are not required; however, notary services may be provided to walk-ins at the discretion of the Clerk as time and workload allows.
- Valid photo identification with a Richmond address and signature is required.
- You are responsible for bringing your own witnesses. The Clerk and Assistant Clerk may act as witnesses only if time and workload allow.
- We do not notarize wills, power of attorney, advance directives, divorce documents, custody documents or documents that attest the signer is of sound mind and body. If we are unable to provide notary services for you, you can find a notary through the Vermont Secretary of State's website: <https://sos.vermont.gov/opr/find-a-professional>
- Documents must have a Notary certificate.
- We cannot answer any questions about your document. Please contact an attorney for this service.
- We do not notarize copies of driver's licenses, passports, diplomas, etc.
- We cannot perform document verification. Please contact the Vermont Secretary of State for this service.

September 1, 2026