



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

(617) 349-4260

FAX: (617) 349-4269

DIANE P. LEBLANC
CITY CLERK

PAULA M. CRANE
DEPUTY CITY CLERK

NOTARY SERVICES

The Cambridge City Clerk's office provides Notary Public services as a courtesy.

Fee

The fee is \$1.00 per page. We recommend paying in cash to avoid an additional \$1.95 for a credit card processing fee.

Notary Services Schedule

Mondays	8:30 AM to 8:00 PM
Tuesdays through Thursdays	8:30 AM to 5:00 PM
Fridays	8:30 AM to Noon

Per MGL Ch. 222, documents for a real estate closing must be notarized by a Notary Public in an attorney's office; the Cambridge City Clerk's office Notary Public will not notarize any real estate closing documents. Notary Service is not available for deeds, mortgages, wills, living wills, living trusts, codicils, depositions or incomplete documents. To find a notary to certify these documents, you can search online using Google or visit websites such as <https://www.notarypublicstamps.com/find-a-notary> to find a qualified notary near you.

Requirements for the Document and Signer:

- A valid, unexpired government-issued photo identification is required for every request for notarization.
- The signature field on the document **must be blank** if the signature is to be witnessed/attested by the Notary Public.
- All individuals who will sign the document must be present **at the time of notarizing**.
- If a separate witness to the signing is required, **the person requesting the notarization must provide the witness**; members of the office staff will not serve as a witness. The required witness must be present at the time of signing and must also provide valid, unexpired, government-issued photo identification.
- Massachusetts laws require that a Notary Public and the person seeking notarization be able to communicate directly with each other, not through a third party. Only documents written in English will be notarized by the Cambridge City Clerk serving as Notary Public.
- In accordance with Massachusetts Notarial Law, MGL ch. 222, a Notary Public will not provide service if a customer, document or circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt or uncertainty. In this event, the Notary may, at their sole discretion, decline to provide Notary services.
- Certain documents, such as birth, marriage and death certificates cannot be copied and notarized.

If you have any questions, contact the City Clerk's Office at 617-349-4260 or via email at cityclerk@cambridgema.gov.