

TOWN OF WHITEFIELD
Policy on Notary Public Commissions of Town Personnel
&
Policy on Notary Public Fees

Purpose. This policy establishes guidelines for the Commissioning of Town Personnel as Notaries Public and the fees associated with those services.

1. All costs associated with the employee becoming a notary public, which may include: Commission fee, swearing in by a Dedimus Justice, purchase of a Notary Public seal and stamp and training shall be paid for by the town.
2. The fee schedule for Notary Public services provided to Whitefield citizens and non-residents are as follows:

Whitefield Resident	Free
Non-Resident	\$5.00 per notarization
Marriage Ceremony	\$25.00

All fees for services performed during a regular business day will be receipted by the Town of Whitefield revenue.

3. The employees will be allowed to perform Notarial services on their own outside of regular business hours and keep the fees charged for those services.
4. This policy will remain in effect until modified or cancelled.

Adopted: _____

Steven C. McCormick

Franklin A. Ober

Dennis L. Merrill

Thomas Colpitt Jr.

Lester Sheaffer Jr.

