

TOWN OF WATERBORO

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.

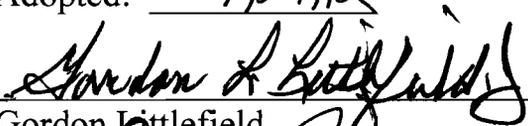
1. The Administrator, Administrator Assistant, Town Clerk & Deputy Town Clerk shall become commissioned as a Notary Public within sixty (60) days of the date of hire. Employees may become commissioned if they notarize Town documents for perspective department.
2. All costs associated with the employee becoming a notary public, which may include: Commission fee, swearing in by a Dedimus Justice, purchase of a Notary Public seal and stamp, shall be reimbursed to the employee. Employee must provide receipts to the Town Treasurer for reimbursement.
3. The fee schedule for Notary Public services provided to Waterboro citizens and non-residents are as follows:

Waterboro Resident	Free
Non-Resident	\$5.00 per notarization
Marriage Ceremony	\$50.00

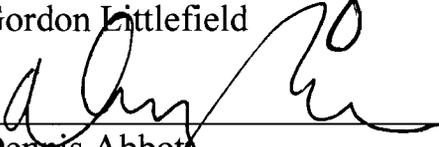
All fees for services performed during a regular business day will be receipted into the Town of Waterboro revenue account entitled Town Notary Fees. The hours for this purpose will be: Tuesday 11 am -7 pm, Wednesday thru Friday – 9 am to 5 pm.

4. 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.
5. This policy will remain in effect until modified or cancelled.

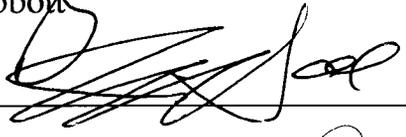
Adopted: 7/24/12



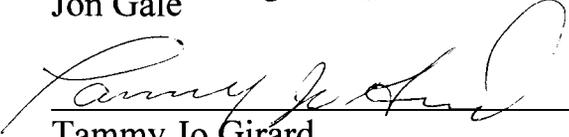
Gordon Littlefield



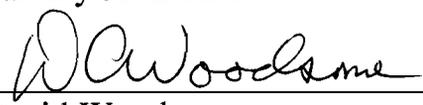
Dennis Abbott



Jon Gale



Tammy Jo Girard



David Woodsome