

PROHIBITED CONDUCT

A Town of Granby Notary, employed by the Town, can refuse to notarize a document at their discretion, to include, but not limited to the following documents:

- A conveyance of land or property i.e. all types of Deeds or other Land Records and Real estate transactions such as Mortgages, Loans, Housing refinance documents.
- Birth, Death or Marriage Certificates (Vital Records) can be obtained for a fee from the Town Clerk's Office.
- Wills or "end of life" documents: Living Wills, Trust, Durable power of attorney, Beneficiary designations, Letter of intent, Healthcare power of attorney, and Guardianship designations.
- USCIS I-9 Employment Eligibility Verification
- Prenuptial Agreements
- Tax Returns
- Military Records
- Judicial Decrees
- Petitions for political parties from other Towns or out of State.
- Contracts and Affidavits

ADDITIONAL REMINDERS

- All signers must be present.
- If your document requires witnesses, please plan to bring your own. We are unable to provide witnesses.
- Be sure each document is complete and ready for signature, but DO NOT sign the document ahead of time. The signer **MUST** sign the document in front of the Notary.
- The document must be in English, and the Notary must be able to communicate with the signer in English.
- Notaries can refuse service at their discretion.

ALTERNATE NOTARY LOCATIONS

UPS Store (Enfield): 54 Hazard Avenue, Enfield, CT 06082 – (860) 745-9511

UPS Store (Simsbury): 542 Hopmeadow Street, Simsbury, CT 06070 – (860) 651-5800

Simsbury Public Library – Appointments Mon–Fri, 9:30 a.m.–4:30 p.m. – Call (860) 658-7663 Ext. 2

Granby residents can verify registered Notaries online:

<https://www.license.ct.gov/Lookup/LicenseLookup.aspx>

*Town of Granby / Office of the Town Manager
Revised June 2025*

Town of Granby



Convenient Notary Services For the Residents of Granby

The Town of Granby provides official Notary Public services Town of Granby officials, employees, residents, and patrons. Please review the information below before scheduling your appointment.

Appointment Information
Due to high demand and limited staff availability, Notarization are by appointment. Walk-ins may be asked to return if staff is unavailable at the time of visit.

To schedule your Notary appointment, please **call (860) 844-5308**.

Hours of Notary Services

Monday 2:00pm – 3:00pm
Tuesday 11:00am – 12:00pm
Wednesday 2:00pm-3:00pm
Thursday 4:00pm– 5:00pm

**For other hours, contact
860-844-5292.**

Appointments must be scheduled at least 30 minutes before closing.

PURPOSE

The following procedures apply to all Town of Granby officials, employees, residents, and patrons. All applicable laws and the legally required standard of reasonable care will be followed to ensure the protection of all parties involved.

Applicability

All citizens and employees administering and receiving Notary Services are expected to comply with the provisions of this Policy.

Effective Date

This Policy shall be effective immediately and shall remain in effect until revised or rescinded.

The Town reserves the right to modify Notary Services as necessary and amend the Policy at any time.

Services

The following services are offered:

- Administration of an oath
- Notarize acknowledgements
- Notarize an affidavit
- Supply the name change forms for *Land Records Only*

REQUIREMENTS

In order to provide Notary Services a person must meet the following statutory requirement:

- Be personally known to the Notary **or**
- Show proof of identity by showing one form of identification that fulfills all requirements below, i.e. Driver's License, **or** two forms of identifications which combined, fulfill the following requirements:

1. Signature
2. photograph of the signer (s)
3. Expiration date

- Documents with an expiration date, must be valid and not expired.
- We are not able to accept Birth Certificates, Social Security cards, Passport cards or Drive-Only Licenses as forms of identification (CGS§ 3-94a(9)).

Acceptable Forms of Identification

Primary List

- State issued Drivers' License;
- State issued ID card;
- Signed passport book (not card)

ACCEPTABLE FORMS OF IDENTIFICATION

Secondary List

- Signed credit or debit card;
- An identification card with a signature;
- Voters Registration Card;
- Library Card;
- Company employee ID cards

Fees

The Notary fee \$5.00, per document as authorized by C.G.S. Any copies or certification will be charged at a rate per CGS.

Exclusions

There will be no charge for the following:

- Affidavit of Circulators form for petitions for the Town of Granby
- Elected Official/Political Action Committee Financial forms
- Town of Granby Employee Retirement/Health forms
- Board of Education Address Verification forms
- Documents executed in the conduct of official Town business such as, but not limited to, certifications, oaths, contracts, employee retirement applications, or other legal documents.