



NOTARY SERVICE POLICY

EFFECTIVE: APRIL 1, 2009

Notary Services will be provided pursuant to the laws of the State of Michigan and the following Notary Service policy of the City of Troy:

Notaries acting on behalf of the City of Troy shall:

- Only notarize documents written in English
- Notarize completed documents, which shall **NOT** contain blanks
- Confirm the identity of **ALL** individuals requesting notary service against a Government issued picture identification card
- Collect notary fees, as assessed by Chapter 60 of the Troy City Code, from all individuals requesting notary service
- Notarize only an individual's signature
- **NOT** certify copies of documents
- **NOT** attest to statements of residency

Notaries may refuse to notarize any document

NOTARY SERVICE FEES (Chapter 60)	
Required as part of official City business	No Charge
Fee per Notary act	\$ 10.00
<i>Troy Resident or Troy Property Owner:</i>	
First Notary Act	No Charge
Subsequent Notary Act/s (per Notary Act)	\$ 10.00