

Notary Services

Frequently Asked Questions



Does the Town provide notary services?

Yes, the Town offers notaries for oaths and affirmations, acknowledgments, signature witnessing, and copy certificates. The Notary Public may decline to provide notary services at their sole discretion.

The Town does not perform notary services for:

- Documents obtained from a Clerk and Recorder, the Secretary of State, State Archives, or an Office of Vital Records (i.e., marriage licenses, birth certificates, etc.).
- Documents which grant power, access, or ownership to the Town without review by either the Town Attorney or Town Clerk.
- Election-related materials.
- Documents including estate planning, real estate transactions, foreign bank accounts, etc.

Are there fees for notary services?

- Residents of the Park R-3 School District: first notary per visit at no charge. Any subsequent notarized document in the same visit will incur a \$5 fee per document (stamp)
- Non-Residents: \$5 fee per document (stamp).
- Copies (excluding copies for certified copy notarization): \$0.25 per page.

What if my document requires witnesses?

If a document requires witnesses, the customer must provide them at the time of the notary.

Can a Notary Public notarize a document in a foreign language?

Only if that Notary Public is proficient in the foreign language. At this time, the Town is only able to provide notary services for documents in English.

Can a Notary Public provide legal advice?

No.

Does the Town offer virtual or electronic notary services?

No. All notaries must be completed in-person, with appropriate ID.

What do I need to bring to my notary appointment?

The unsigned document, photo ID, and witnesses if needed.

Where else in Town can I get a notary?

The UPS Store, 453 E. Wonderview Ave, 970-586-1954 (subject to change)

Do I need an appointment? Yes. To ensure notary availability and if multiple documents require notarization. Appointments cannot exceed 30-minutes. To request an appointment, please complete the request form at <https://dms.estes.org/Forms/notaryrequest>.