

**City of Wixom
Clerk's Office
Notary Service Policy**



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

Notaries acting on behalf of the City of Wixom shall:

- Only notarize documents written in English, or with the English translation attached.
- Notarize completed documents, which shall not contain blanks.
- Confirm the identity of all individuals requesting notary service against a government issued photo identification card.
- Act as a witness to and notarize the same document.
- Not certify or notarize that a record is an original or a true copy of another record.
- Not notarize copies of passports, closing paperwork or financial documents.

We reserve the right to refuse to notarize any document.

NOTARY FEES

Wixom Residents – FREE for first notary service; \$3 for each additional

City Business Owners - \$3 for each notary service

Non Resident - \$5 per notary service