



POLICY 2026-06 (NOTARY POLICY)

PURPOSE: To establish procedures and guidelines for notary services performed by Village of Hobart Staff.

A. INTENT AND APPLICABILITY

This Notary Policy ("Policy") establishes procedures and guidelines for notary services provided to individuals by Village of Hobart Staff. Notary services are available during normal Village Office hours if a Notary Public is available.

B. DEFINITIONS

The following definitions shall apply to the Policy

NOTARY PUBLIC ("NOTARY")

An individual appointed by the Secretary of the Department of Financial Institutions to serve the public as an impartial witness by performing notarial acts as allowed or required by law. The duties and expectations of a Notary are set forth in Wisconsin Statutes Chapter 140 and Wisconsin Administrative Code Chapter DFI-CCS 25.

NOTARIAL ACT ("NOTARIZATION")

Any act that a notary public is authorized to perform, including taking an acknowledgement, administering an oath or affirmation, taking a verification upon oath or affirmation, witnessing or attesting a signature, certifying or attesting a copy or noting a protest of a negotiable instrument.

PHOTO IDENTIFICATION ("ID")

A document that includes the photograph and legal name of the holder. The photo identification must be valid and not expired. State issued driver's license, Federal, State, Military, Veteran, or Tribal organization issued identification card, green card, and U.S. or foreign passport.

WITNESS

A person required to be present during a transaction to be able to testify that the event occurred. The Village does not provide witnesses for notarial acts. A witness must be personally known to and be willing to stand up in court on behalf of the individual requesting notarization, should that become necessary in the future.

C. POLICY

(a) Notary services are provided free to individuals of the Village of Hobart for Village-related items such as licenses, or applications.

(b) Notary services shall not be provided for deeds, mortgages, or other real estate-related documents, wills, living wills, living trusts, codicils, depositions, birth certificates, marriage licenses, I-9 forms, or powers of attorney.

(c) The Village shall not provide witnesses. If the document requires a witness, the individual requesting the notary service must bring a witness with them. The witness must be personally known to the individual and willing to stand up in court on their behalf. A witness will be requested to provide proper identification.

(d) Notary service shall be declined if the document is not directly related to a Village transaction. Notaries reserve the right to decline service for any reason including but not limited to identification, circumstances or capacity of the signer to understand the proceedings, any question of authenticity, or if the Notary does not understand the document language.

C. PROCEDURES

1. The individual requesting Notarization, and witness (if applicable), shall present photo identification.
2. The Notary shall follow proper ceremony and confirm that all necessary statements are complete.
3. The individual, and witness (if applicable), shall sign the document in all appropriate locations.
4. The Notary shall sign the document, affix a legible impression of their stamp/seal to the document, complete the proper written certificate language, and indicate their commission expiration date by all appropriate signatures.

D. REVIEW OF POLICY AND PROCEDURES

This policy will be reviewed as State or Federal regulations are revised and necessitate a change.

This policy shall take effect immediately.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on July 21, 2026.

Richard Heidel, President, Hobart Village Board

Attest:

Lisa Vanden Heuvel, Village Clerk

Aaron Kramer, Village Administrator