

Notary Services

The City of Dearborn Clerk's Office provides traditional pen-and-paper notary services in accordance with Michigan state laws. A certified Notary Public is available to witness signatures on documents weekdays from 8 a.m. to 5 p.m. at the Dearborn Administrative Center, 16901 Michigan Ave.

Please note the Notary's role is *not* to verify the accuracy or legality of the document's content. The Notary is *not* an attorney and will not give legal advice, provide direction on the type of notarization required for a document, or add the type of notarization needed for a document.

Cost

The cost to notarize one signature is \$10. Each additional signature notarized is \$2.

Preparing to Notarize a Document

- The document must be in English or include an English translation.
- All parties must sign in the presence of a Notary Public. **Do not pre-sign your documents.**
- Documents shall *not* contain blanks. **Incomplete documents will not be notarized.**
- Documents must include the type of notarization needed:
 - 1) acknowledgement,
 - 2) jurat, or
 - 3) witness or attest to a signature.
- The document must be an original or true copy of another record. Photocopies can't be notarized.

What to Bring to Your Notary Appointment

- All individuals requesting notary services must be present.
- **Bring a government-issued ID (driver's license, state ID, passport, etc.)** so that the Notary Public can confirm the identity of all individuals present.
- Payment for the notary service.

Please Note:

- The City of Dearborn will not notarize copies of passports, 1-9 forms, or copies of closing documents, trusts, or wills.

- Notaries will not certify that a statement is true or certify documents attesting that you are a citizen, are alive, etc.
- The City of Dearborn reserves the right to refuse to notarize any document.

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