

## **Notary Public**

Upon receipt of a commission, a notary must appear before the Town Clerk of the town of residence within thirty (30) days to be sworn in, the commission recorded and a sample of his or her signature taken. Optionally, the notary may record his or her commission in the town of business as well.

The fees for recording Notary Public commissions are as follows:

Original commission of notary public	\$10.00
Renewal commission	\$10.00
Change of name only	\$15.00
Change of name and change of address	\$15.00
Change of address to new town but no change of name	\$10.00
Change of address within town but no change of name	\$0.00

**\*Note:** Only original and renewal commissions require notary to take oath; the various changes of name and address do not require an oath.

Fee for authenticating the signature of a notary \$2.00

**\*\*Note:** Documents being sent to certain countries may need the apostille or authentication of the Secretary of the State in addition to that of the Town Clerk. The document should be directed to Authentications, Secretary of the State, 30 Trinity Street, Hartford, CT 06106 and the fee is \$20.00.

