



**Town Clerk/Tax Collector  
Town of Lee  
7 Mast Road  
Lee, New Hampshire**

Phone 603-659-2964 \* Fax 603-659-7202

**Linda Reinhold, Town Clerk/Tax Collector  
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## **NOTARY SERVICES**

### **Description of Services**

A notary public is a public officer appointed by the State of New Hampshire. The primary job duty of a notary is to help prevent fraud by witnessing the signing of documents.

### **Administering Oaths**

One official duty of a notary public is to administer oaths and affirmations, which are pledges on a person's honor stating that he or she is telling the truth and can be held legally accountable for providing false information. Oaths are commonly administered at the Town Clerk's office when swearing in public officials.

### **Maintaining Proper Records**

The Town of Lee keeps a log of all transactions that require a notary. The log lists the date the item was notarized, the name of the signer, the means by which the notary verified the signer's identity and a brief description of the item being notarized.

### **Fees/Requirements**

The Town of Lee charges \$1.00 per seal (the official stamp used by the Notary). Fees are used toward maintaining the Notary Public's commission and seal or stamp. You must provide a valid/current photo ID for notary services.