

Obtaining a Notary

What is a Notary?

A Notary is a position created by state law allowing individuals, as state public officials, to:

- **Acknowledge signatures upon personal knowledge or satisfactory proof**
- Administer oaths
- Record and/or transcribe depositions
- Confirm the authenticity of signatures on affidavits.

What are the duties/ responsibilities of a Notary?

A Notary has the power to administer oaths and take depositions, affidavits, and acknowledgments. A Notary's powers and duties can be exercised in all counties in the State of **Tennessee**.

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- *The Cumberland County Mayor's Office* offers Notaries free of charge, Mon-Fri from 8 am – 4 pm
 - Bring a **valid PHOTO** ID (Driver's License, Passport, Out-Of-Country ID, etc.)
 - If your document(s) require **witnesses**, please bring the specified number of witnesses with you
 - **Do not sign the document until you are in front of a Notary**—You are free to complete the other sections of the document prior to seeing a Notary