City of Novi
Clerk's Office
Notary Service Policy

Notary services will be provided pursuant to the laws of the State of Michigan and the following Notary Service Policy of the City of Novi:

Notaries acting on behalf of the City of Novi shall:

- Only notarize documents written in English, or with the English translation attached.
- Notarize completed documents, which shall NOT contain blanks.
- Confirm the identity of ALL individuals requesting notary service against a government issued picture identification card.
- NOT certify or notarize that a record is an original or a true copy of another record.
- NOT perform a notarial act electronically.
- Collect notary fees from all individuals requesting notary service, per the Clerk's Office Fee Schedule:

Required as part of Official City Business	No charge
Novi Resident or Property Owner - First Notary Act	No charge
Subsequent Notary Act/s (Per Notary Act)	$10
Non-Resident (Per Notary Act)	$10

Notaries may refuse to notarize any document.

Effective July 1, 2026