

**RESOLUTION NO. 2022-04**

**A RESOLUTION OF THE CITY OF KEY COLONY BEACH, FLORIDA,  
DESIGNATING AND ADOPTING A FEE STRUCTURE AND ASSOCIATED  
POLICIES FOR NOTARIAL SERVICES OFFERED BY THE CITY AND ITS STAFF**

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**WHEREAS**, in accordance F.S. Ch. 117.01 – 117.305, a notary public officer is appointed and commissioned to administer oaths (or affirmations); to take acknowledgements; to attest to the trueness of photocopies of certain documents; and to perform other duties as specified by Florida law; and

**WHEREAS**, in accordance with F.S. Ch. 117.05(2)(a), the Florida Legislature has previously mandated that a notary public may not charge in excess of \$10.00 for any one notarial act, except in limited circumstances, including the solemnization of the rites of matrimony; and

**WHEREAS**, the City Commission of the City of Key Colony Beach is authorized under F.S. Ch. 166.041 to adopt resolutions which are meant as an expression of the governing body to dispose of a particular item of the administrative business of the City of Key Colony Beach; and

**WHEREAS**, the City of Key Colony Beach wishes to designate and adopt a fee structure and associated policies for notarial services offered by the City and its staff.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KEY COLONY BEACH FLORIDA, AS FOLLOWS:**

**Section 1.** Pursuant to the goals of designating and adopting a fee structure and associated policies for notarial services offered by the City and its staff, the City Commission hereby states that the following shall apply:

- Notarial services are provided free of charge to City of Key Colony Beach residents, business owners, and all items related to business of the City only. The fee for notarial services offered to non-residents, which is not related to business of the City, shall not exceed \$10.00 for any one notarial certificate/seal in accordance with F.S. Ch. 117.05., except as provided in F.S. Ch. 117.045 – Marriages. There is a maximum limit of two (2) notarial certificates/seals per day.
- Notary services are available between the hours of 8:30 a.m. and 3:30 p.m. It is recommended that individuals seeking notarial services contact the City of Key Colony Beach City Hall Main Office Telephone Number at (305) 289-1212, ext. #2 prior to their visit to ensure that a Notary is available.
- All individuals seeking notarial services must present valid photo identification such as a driver's license, state issued ID card or a passport.

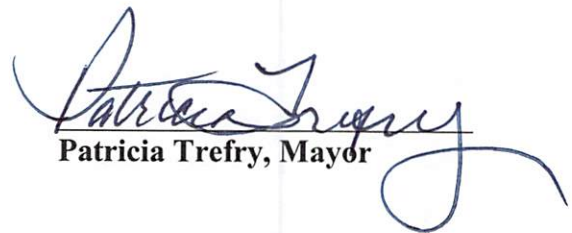
- Documents to be notarized must be signed in person before the Notary public who will certify the signature.
- Notarial services are only available for documents presented in English or with the English translation attached.
- Notarial services are NOT available for deeds, wills, living wills, living trusts, codicils, or depositions or any conveyance of money or property, passports, I-9 forms, or closing documents.
- Notarial services are NOT available to certify or notarize that a record is an original or a true copy of another record.
- Notarial services may be denied and are subject to the foregoing requirements and at the sole discretion of the Notary public.

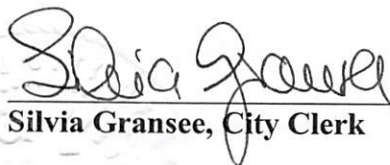
**Section 2.** The City Clerk is authorized to record this Resolution in the appropriate record book upon its adoption.

**Section 3.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the City Commission of the City of Key Colony Beach, at a Regular Meeting held on the 12 day of May, 2022.

AYES: Sutton, Harding, Ramsay - Vickrey, Trefry.  
NOES: none.  
ABSENT: DeNeale.  
ABSTAIN: none.

  
Patricia Trefry, Mayor

  
Silvia Gransee, City Clerk

(City Seal)

Approved as to form and legal sufficiency:

  
Dirk M. Smits, City Attorney