

RESOLUTION 2014 - 303

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE LIBRARY SYSTEM'S NOTARY SERVICES POLICY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the St. Johns County Public Library System strives to provide the highest quality programs and services to the citizens of St. Johns County; and

WHEREAS, the Library System strives to provide superior customer service to all library patrons; and

WHEREAS, in furtherance of the Library's efforts to provide superior customer service to all library patrons, the Library director and staff have drafted a policy that will allow the public library system to provide library patrons with access to basic notary services; and

WHEREAS, the Library Advisory Board approved this policy at its July 9, 2014 meeting; and

WHEREAS, this newly drafted library policy will provide the best guideline for supporting one of the priorities and activities in the Library System's Strategic Plan 2013-2016;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby adopted as legislative findings of fact.
2. The Board of County Commissioners approves the Notary Services policy, which is attached hereto, and incorporated herein, as an exhibit to this Resolution.
3. The effective date for the revised library policies will be November 1, 2014.
4. To the extent that there are typographical or administrative errors that do not change the tone, tenor, or concept of this Resolution, this Resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 21st day of October, 2014.

ATTEST: Cheryl Strickland, Clerk

By: *Pam Halterman*
Deputy Clerk

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: *[Signature]*
John H. Morris, Chairman

RENDITION DATE 10/23/14

Policy Title: Public Notary Service

Effective Date:

Approved by LAB: 7/9/2014

Approved by BCC:

Public Notary Service

The St. Johns County Public Library System offers Public Notary Service to Library customers seeking basic notary services. The purpose of this service is to provide Library patrons access to a Notary Public commissioned and bonded by the State of Florida.

Notary Fees:

The fee for notary service will be assessed for each item notarized, according to the Library's most current Fines and Fees Schedule. Payment is due at the time of notarization. Patrons needing notary services that do not have a library card are not permitted to pay by check; they may pay with cash only.

Patron Responsibility:

The patron is responsible for providing all unsigned documents to be notarized. Documents requiring notary services must be signed in the presence of the Library Notary. If the documents brought to be notarized have been signed beforehand, notary services will be denied.

Valid photo identification is required and must be presented to the Library Notary by the patron requesting notary service. Examples of valid photo ID are: state issued driver's license or ID card, passport, military ID, etc. *(As defined in Section 117.05(4), subparagraph 2 of the FL Statutes.)*

The Library will not arrange for, or provide witnesses; this is the responsibility of the patron. In order to serve as a witness, they must personally know the person whose document is being notarized and must have valid identification in their possession. *(As defined in Section 117.05(4), subparagraph 2 of the FL Statutes.)*

How to Request Notary Service:

Notary service is offered at select library locations. It is recommended that patrons seeking notary service contact the Library location prior to their visit to ensure a Library Notary will be available.

Guidelines:

Library Notary Service is for simple documents.

Library Notaries will not take the acknowledgement of a person who does not speak or understand the English language, unless the nature and effect of the instrument to be notarized is translated into a language that the person does understand. The notarial certificate is to be completed in the English language. *(As defined in Section 117.107(6) of the FL Statutes.)*

Library Notaries will not provide service if the customer, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty. In this event, the Library Notary may, at his/her sole discretion, decline to provide notary service.

Library Notaries do not offer legal advice.

The Library does not provide notary services for the following documents*:

- I-9 Employment Eligibility Verification Forms
- Power of Attorney
- Mortgage Documents
- Deeds
- Wills
- Living Wills
- Living Trusts
- Codicils
- Depositions

*These documents require legal expertise and it is recommended that guidance be sought through an attorney's office. *(As defined in Section 117.01(4)(f) of the FL Statutes.)*

Library Notaries are not required to leave County property to perform notary services.

Library Notaries reserve the right to decline notary services at his/her sole discretion.