



Fort Walton Beach Library

185 Miracle Strip Parkway SE, Fort Walton Beach, FL 32548
850-833-9590 www.fwb.org/library www.ReadOkaloosa.org

Notary Service at the Fort Walton Beach Library

Purpose

The Fort Walton Beach Library is pleased to offer free notary services as a public service to our patrons. The library aims to assist individuals in completing necessary legal documents and transactions that require notarization. This policy outlines the terms and conditions under which notary services are provided at the Fort Walton Beach Library.

Service Availability

1. Notary services will be available during regular library hours, subject to the availability of a qualified notary public on staff.
2. Notary services will be offered on a first-come, first-served basis. Appointments are not required but can be scheduled based on the notary's availability. Walk-ins are accepted if notary staff are available.
3. The library reserves the right to suspend or temporarily discontinue notary services due to unforeseen circumstances, staff availability, or any other reasons deemed necessary.

Free

1. Notary services at the Fort Walton Beach Library will be provided free of charge to library cardholders and visitors alike. The library is committed to making this service accessible to all members of the community.
2. However, voluntary donations to support the library's notary service and other programs are always appreciated and welcome.

Requirements and Limitations

1. The individual requesting notary services must present valid government-issued photo identification. Acceptable forms of identification include a driver's license, passport, state ID card, or military ID.
2. The document(s) to be notarized must be complete and ready for notarization. Notaries are not permitted to provide legal advice or draft documents. Do not sign document(s) before the appointment.



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3. All parties must be present. Person(s) requesting notary must provide any needed witnesses and/or translators. The library will not provide witnesses or translators.

4. The notary reserves the right to refuse notarization if:

- The signer does not understand the document or appears to be coerced into signing.
- The document is incomplete, contains blank spaces, or lacks required notarial wording.
- The notary public has a conflict of interest as defined by state or Federal law.
- The notary public doubts the authenticity of the identification provided by the signer.

5. Notary services are limited to basic notarial acts as permitted by the laws of the state or jurisdiction in which the library is located. The library may not offer specialized or complex notarizations beyond the notary's authority.

6. The notary at the library will notarize:

- Parental Authorization forms
- Consent forms
- Passport forms – Parental consent (Notary will not later process the same person's passport)
- Letters
- Affidavits
- Attest to photocopies of some documents
- Acknowledgements

7. The notary at the library will not notarize:

- Wills and Deeds
- Power of Attorney
- Real estate transactions
- Vital records (Birth, Death, Marriage, and/or Divorce Certificates/Decrees)
- VIN verification
- Safe Deposit Box contents
- Documents in languages other than English
- Remote online notarizations
- Pre-signed documents
- Blank forms



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Legal Disclaimer

1. Notary services provided at the Fort Walton Beach Library are not a substitute for professional legal advice. The notary public is not an attorney and cannot provide legal counsel or interpret the contents of the documents.
2. Patrons are encouraged to review their documents and seek legal advice if needed before coming to the library for notary services.

Liability

1. The Fort Walton Beach Library, its staff, and the City of Fort Walton Beach shall not be held liable for any damages, losses, or claims arising from notary services provided. Notary services are provided as a convenience, and patrons utilize the service at their own risk.
2. The library notary public will comply with all applicable laws and regulations governing notarial acts and shall maintain strict confidentiality regarding all notarial transactions.

Policy Review and Updates

This notary service policy will be reviewed periodically by the Fort Walton Beach Library to ensure its relevance and compliance with legal requirements. Any updates or changes to the policy will be promptly communicated to library users through appropriate channels.

By utilizing the notary services at the Fort Walton Beach Library, patrons acknowledge their understanding and agreement to comply with the terms and conditions outlined in this policy. The library reserves the right to modify or terminate notary services at its discretion.

Effective Date: October 1, 2023