

**CITY OF COSMOPOLIS**  
**RESOLUTION NO. 2023-08**

A RESOLUTION setting fees for notarial acts performed by city employees.

WHEREAS, Washington Administrative Code Section 308-30-220 establishes the maximum fees that a notary public may charge for notarial acts; and

WHEREAS, the City of Cosmopolis has one or more employees who have obtained a notary public commission and are able to perform notarial services for members of the public, NOW THEREFORE,

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COSMOPOLIS, WASHINGTON, IN REGULAR MEETING DULY ASSEMBLED, AS FOLLOWS:**

**SECTION 1.** The fees which shall be charged for notarial acts performed by a City Employee for a member of the public shall be:

Witnessing or attesting a signature	\$10.00
Taking an acknowledgement or a Verification upon oath or affirmation	\$10.00
Certifying or attesting a copy	\$10.00
Administering an oath or affirmation	\$10.00
Certifying that an event has occurred or an act has been performed	\$10.00

PASSED AND APPROVED this 19th day of July, 2023.

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Kyle Pauley -- Mayor

Attest:

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Julie Pope – Finance Director