

**CITY OF WHITE SALMON
ORDINANCE NO. 2023-03-1129**

AN ORDINANCE CREATING WSMC SECTION 2.40.050 NOTARY PUBLIC SERVICES WITHIN CHAPTER 2.40 CHARGES FOR CERTAIN CITY SERVICES IN THE MUNICIPAL CODE OF THE CITY OF WHITE SALMON, WASHINGTON.

WHEREAS, the City of White Salmon is administration has identified a need for local Notary Publics; and

WHEREAS, the City Of White Salmon administration has determined that providing Notary Public Services during set hours; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DO ORDAIN AS FOLLOWS:

SECTION 1. NEW SECTION ADDED. The following White Salmon Municipal Code (WSMC) Section 2.40.040 Notary Services is added to the White Salmon Municipal Code Chapter 2.40 CHARGES FOR CERTAIN CITY SERVICES as follows:

WSMC 2.40.050 Notary Services

- A. City Hall Notary Public Services shall generally be available to the public from the hours of nine a.m. to twelve p.m., Tuesdays and Wednesdays.
1. Exceptions
 - a. holidays occurring during the normal business week of the city as may be established by state law or actions of city council.
 - B. A fee of \$10 will be charged for each City Hall Notary Public stamp issued.
 - C. The following rules apply to City Hall Notary Services;
 1. City Hall Notary Public cannot give legal advice or prepare documents on your behalf; and
 2. City Hall Notary Public cannot sign a document that does not contain a legally acceptable notary acknowledgement or jurat; and
 3. Signers must appear in-person before a City Hall Notary Public can complete the transaction; and
 4. Signers must have acceptable photo identification; and
 5. Signer must provide witnesses, if necessary.
 - a. The witness must be personally known to the individual whose document is being notarized and valid photo identification must be provided.
 - b. The city does not provide witnesses.
 - D. Not all Notary services may be performed at this location. Extensive notary requests, such as wills and real estate transactions, will not be accommodated.

SECTION 2. SEVERABILITY. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect five (5) days after passage and publication of an approved summary consisting of the title.

PASSED in regular session this 1st day of March, 2023.

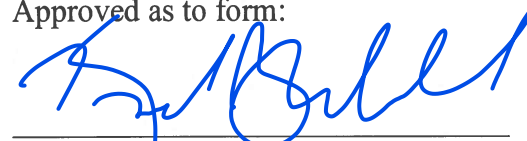


Marla Keethler, Mayor



Stephanie Porter, Clerk/Treasurer

Approved as to form:



Kenneth B. Woodrich, City Attorney

City of White Salmon Notary Services

Notary services are typically available Tuesday and Wednesday, 9:00 a.m. to 12 p.m. No appointment is necessary, however calling ahead is suggested. There is a \$10 fee for this service.

Here are some simple rules regarding Notary services:

1. Notaries cannot give legal advice or prepare documents on your behalf.
2. Notaries cannot sign a document that does not contain a legally acceptable notary acknowledgement or jurat.
3. Signers must appear in-person before a Notary can complete the transaction.
4. Signers must have acceptable photo identification, that hasn't been expired past 3 years.
5. If witnesses are required, signer must bring witnesses with them. In order to serve as a witness, the witness must be personally known to the individual whose document is being notarized and valid photo identification must be provided. The city does not provide witnesses.
6. Do not sign the document until instructed by the Notary.

Not all Notary services may be performed at this location. *Extensive notary requests, such as wills and real estate transactions, will not be accommodated.*

For more information see [WSMC 2.40.050 Notary Public](#) or call the City Clerk's Office at 509-493-1133 x205.