

City of Lake Alfred

Fee Policy for All Departments

Public Access Copiers

- Photocopying of personal and library materials
- Image reduction/enlargement
- High-speed collated copying
- Black and White transparencies
- Copies on three-hole punch paper

Public Access Facsimile

- Staff assistance is required
- Local facsimile
- Long distance facsimile

Public Notarial Acts

- Valid photo identification—driver's license or passport is required of any customer seeking Notary Service.
- Notary service is limited to three documents per person, per visit.
- The City will not provide witnesses and witnesses may not be solicited from citizens. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Documents in any language other than English will not be notarized at this facility.
- The City of Lake Alfred requires that a Notary and the customer seeking notarization be able to communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with a Notary Service customer.
- The City of Lake Alfred reserves the right to decline offering this service without explanation.

Copy, Facsimile, and Notarial Charges

White Paper (Letter/Legal):	15 cents
White Paper 11" x 17"	15 cents
Color Copy:	20 cents
Three-hole punch:	15 cents
Double-sided:	30 cents (15 cents per side)
Transparency:	50 cents
Facsimile / local	\$1.00 first page / \$.25 additional
Facsimile / long Distance	\$2.00 first page / \$.50 additional
Notarial Acts	\$2.00 per act