

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION	NO.	2
SUBJECT Notary Public Fees	INDEX	FA
DATE 6/17/08	DATE	
ISSUED	REVISED	4/20/22

POLICY:

The City of Chesterfield adopts Section 486.~~350~~685, RSMo, of the Missouri Notary Handbook, which allows a notary to charge ~~two-five~~ dollars (\$~~25~~.00) for each notary signature on a document and may charge ~~two-five~~ dollars (\$~~25~~.00) for each 8 ½ X 11 inch page that is certified as a facsimile of an original document. The notary and the person requesting the notarial act should agree upon the fee charge in advance of the notary affixing his/her official seal.

The City of Chesterfield will not charge a fee for notarizing City business-related documents.

RECOMMENDED BY:

Department Head/Director/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date