Prohibited Notary Acts

The following documents and/or services may not be notarized, witnessed or provided for members, joint owners or non-members due to credit union policy. Notarization of permitted documents for non-members shall be at the discretion of Managers.

• Mortgage closing packages from other financial institutions. (Please note: A single document such as a properly completed 1-2 page Mortgage Modification CAN be notarized.)
• The execution of a Will or Trust. (Healthcare or estate planning governing documents of any kind, including living wills, amendments, codicils, restatements, modifications and revocations, CANNOT be notarized.)
• Power of Attorney (POA) documents. The only document we may notarize in connection with a POA is our POA Affidavit we require prior to allowing an agent to use a POA.
• Separation or Dissolution of Marriage Agreements or related affidavits
• Solemnizing Marriages
• USCIS Form I-9, Employment Eligibility Verification, Department of Homeland Security, U.S. Citizenship and Immigration Services
• Per our General Counsel, we will not be doing “eNotarizations.”

View a list of Prohibited Acts established by the State of Florida:
www.flgov.com/notary_ref_manual