

The intended use of this document is to allow for a Notary Public to attest that the package of photocopied document(s) being transmitted electronically is a true and correct copy of the original signed and sealed document(s). The digitally signed Notary Public Affidavit can be used for any instance where a photocopy is being made of a signed and sealed document for the purposes of submitting for a City Projects review. One digitally signed Notary Public Affidavit must be submitted for each "initial" submittal package and/or each "resubmittal" package of copies made of original signed and sealed documents for the purpose of submitting to City Projects.

This document also allows a Notary Public to attest that the photocopy of a notarized document being transmitted electronically is a true and correct copy of the originally notarized document. One digitally signed Notary Public Affidavit must be submitted for each originally notarized document being photocopied and submitted to City Projects

When using this Notary Public Affidavit, please follow these steps when creating your document for submittal to City Projects:

- 1) Scan, create PDFs of submittal documentation and name as outlined:
 - Land Use and Environmental Services:
http://www.talgov.com/Uploads/Public/Documents/growth/pdf/std_naming_conventions.pdf
 - Building Inspection:
<http://www.talgov.com/Uploads/Public/Documents/growth/pdf/forms/naming-convention.pdf>
- 2) Be sure that all of the sheets of the scanned copy(s) are in the correct order and rotated correctly.
- 3) List all sheet numbers when utilizing this affidavit to attest to the originality of signed and sealed plan sheets or list document names when utilizing this affidavit to attest to the originality of originally notarized documents.
- 4) Complete the remainder of this form and digitally sign the PDF with your notarial credentials.
- 5) This form should accompany the upload of the scanned copies of documentation.

Project/Permit #: _____

Address: _____

Project Name: _____

Parcel(s): _____

Sheet(s)/Document(s):

Each sheet/document must be listed

STATE OF FLORIDA
COUNTY OF _____

On this ____ day of _____, _____, I attest that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me of _____ presented to me by the document's custodian, _____, and, to the best of my knowledge, that the photocopied document is neither a vital record nor a public record, certified copies of which are available from an official source other than a notary public.

(Notary Public digital signature and seal)