

NOTARY POLICY

Notary Public service is available at no charge to library patrons. Due to Notaries not always being on site, users must contact library to confirm that a Notary is on duty.

Users must present government issued identification that includes a photo before notary takes place.

The library will not provide witnesses and witnesses may not be solicited from patrons using the library. 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. Library Notary Publics cannot offer "signature/medallion guarantees."

Library Staff who serve as a Notary will:

- Follow the notary laws of the State of Illinois
- Not give professional advice on legal matters pertaining to notarizing documents
- Reserves the right to refuse notary service at any time
- Not make use of a translator to communicate with a notary service customer or notarize documents in a language other than English

Approved December 13, 2017