

Notary Service Policy

Notary Public service is available at no charge to library patrons by authorized staff, in accordance with Illinois notarial law. Due to Notaries not always being available, the Library recommends users contact library to confirm that a Notary is on duty. Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the Notary may ask the person(s) to wait while the Notary attends to other library matters.

Notary service is not guaranteed. Staff reserves the right to refuse notary service at any time. At their discretion, Library Notaries will not provide service if the document or circumstances of the request raise any issues of authenticity, ambiguity, doubt, or uncertainty.

Users must present a valid government-issued identification that includes a photo and signature.

Please keep in mind:

- Notaries are regulated by Illinois notary laws and will not notarize documents that do not follow such laws and regulations.
- Notaries cannot provide legal advice pertaining to notarizing documents.
- 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.
- Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- A Notary cannot certify copies of documents or signatures.
- Notary services are not available for Government I-9 form/Employment Eligibility Verification; deeds; mortgages; refinancing documents.

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