

Adopted March 25, 2024

NOTARY POLICY

The Ella Johnson Memorial Public Library District offers free notary services in accordance with the Illinois Notary Public Handbook published by the Office of the Secretary of State, State of Illinois, and with the Illinois Notary Public Act (5 ILCS 312/), subject to the following rules and conditions:

- Availability of notary services is not guaranteed; it is recommended that you call ahead to schedule a notary appointment.
- All signers of documents to be notarized must provide a current, valid identification issued by a state or federal government agency or consulate bearing the individual's headshot photo and signature, such as state driver's license or state ID, U.S. Military ID, or passport.
- All signers must sign in the presence of the notary and are also required to sign the notary's transaction journal. The information required in this journal includes the full name of the person(s) signing, the full name of any witnesses, a title or description of the document, and the date.
- Documents must be filled out in full and there may be no blank spaces or corrections.
- Notaries cannot give legal advice or counseling on any matter relating to a document. Notarizing a document does not constitute a legal review of the document's contents. The notary will only attest to the signatures on documents signed in his or her presence.
- Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other, without the use of a translator. All documents must be in English.

Library notaries are not able to:

- Certify, authenticate, or attest to copies of any documents, including but not limited to passports, driver's licenses, and birth certificates.
- Complete or notarize government Form I-9, Employment Eligibility Verification.
- Notarize any real estate documents, including any document of conveyance that transfer or purports to transfer title to residential real property, a written instrument that transfers or purports to transfer title effecting a change in ownership to Residential Real Property, or refinancing of any real property.
- Notarize any Wills, Living Wills, Living Trusts, Depositions, or Power of Attorney.

In accordance with Illinois notarial law, notaries will not provide service if the patron's documents or the circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty. In this event, the notary may, at their sole discretion, decline to provide notary service.

Notary service is limited to ten (10) documents per person per day.

If a witness is required, signers of the document to be notarized must provide their own witnesses. Witnesses may not be solicited from patrons using the library or from library staff members.