

Notary Services Policy

- a. Notary public service is provided at no charge by authorized library staff.
- b. Notary services are provided on library premises only.
- c. Notary service is provided on a first-come, first serve basis. Patrons requiring multiple notarizations or documents that are 10 pages or longer will need to schedule an appointment with a notary by calling the Library at 847-439-0447.
- d. Notary Service is not guaranteed.
- e. Notaries are regulated by the Illinois Notary Laws and will not notarize documents that do not follow such laws and regulations. Notaries are not authorized to prepare or complete documents for others, nor give legal advice on any matter relating to a document.
- f. A valid government issued photo ID with a signature is required.
- g. Documents must be complete (no blank spaces) and must be signed and dated in the presence of the Notary. All people signing must be present.
- h. In situations where a witness is required 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 be personally known to the individual whose document is being notarized and must be in possession of valid photo identification.
- i. Illinois law requires that a Notary and the patron seeking notarization be able to communicate directly with each other. The Library Notary is not permitted to make use of a translator to communicate with a Notary Service patron.
- j. In accordance with Illinois Notarial Law, Notaries will not provide service if the patron's document or circumstances of the request for Notary Service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may at his/her sole discretion, decline to provide Notary Service.
- k. The Library provides Notary Service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. This manual is available on the Secretary of State, State of Illinois's Website. Library Notaries may decline to provide Notary Service in situations that do not comply with the provisions of this manual.

- I. The Notary has a right to keep a record of the patron's proof of identity and may ask the patron to sign their Notary Public Record Book, provide a thumbprint, or make a copy of their government-issued ID. Patrons who decline will be refused service.
- m. List of documents the Library will not notarize:
 - i. Government Form I-9 or Employment Eligibility Verification
 - ii. Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts.
 - iii. Deeds, wills, livings wills & trusts.
 - iv. Political petitions.
 - v. Documents that are already signed or copies of documents.
 - vi. Documents recorded by the County (e.g. birth certificates, marriage certificates, death certificates).
 - vii. Apostilles – a form that certifies that a document that is issued in one country to be used and considered valid in another country.
 - viii. Documents that are not in English.
 - ix. Notary Service is NOT available for Codicils, Depositions or Power of Attorney as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.

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PUBLIC LIBRARY

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