

NORTHLAKE PUBLIC LIBRARY DISTRICT NOTARY PUBLIC SERVICE POLICY

STATEMENT OF PURPOSE

The Northlake Public Library District offers free notary services for the benefit of all patrons, in accordance with the Illinois Notary Public Act.

- Patrons seeking notary service should call prior to their visit to find out if a notary is available. The library can be reached at (708) 562-2301 x5.
- To ensure adequate time to process the paperwork, patrons must arrive 1 hour prior to closing.
- Notary services are provided free of charge on a first-come, first serve basis.
- Valid photo identification is required of any patron seeking notary service.
- Documents must be complete and must be signed in the presence of the notary.

LIMITS OF USE

Illinois state law requires that the requestor provide the notary with a current, valid identification issued by a state or federal agency that includes the requestor's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport.

Documents in a language other than English will only be notarized if a notary who understands the language is available.

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 the requestor.

Notary services are not available for the following documents:

- A notary cannot certify copies of documents or signatures. All documents must be originals.
- Notary service is not available for real estate, mortgages, 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 or deeds, which require legal knowledge.
- Notary service is not available for immigration documents, which require legal knowledge.

- Notary service is not available for wills, living wills, and trusts.
- Power of Attorney or documents being signed by someone who has power of attorney and wants to sign on behalf of another person.

Additionally, Illinois Notaries by law cannot:

- Notarize I-9 forms
- Provide Apostilles
- Attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc. Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.

The library will not provide witnesses and witnesses may not be solicited from patrons. In order to serve as a witness, the witness must know the person whose document is being notarized, must be in possession of valid photo identification, and be present at the time of the notarization.

In accordance with Illinois notarial law, notaries will not provide service if the customer, document, or circumstances raise any issue of authenticity, ambiguity, or doubt. The library notary may, at their sole discretion, decline to provide notary service.

Northlake Public Library District notaries are not attorneys licensed to practice law in Illinois. They are not allowed to draft legal documents or records, nor may they give advice on any matter.