

8H | Notary Public Service**Adopted:** 2/9/22**Purpose**

To provide guidance to certain library staff as they carry out notarizations of documents.

Guidelines

Notary services are provided by certain library staff as a courtesy during Library operating hours and based on Notary staff availability. Though the Library will seek to ensure Notary availability during operating hours, Notary services cannot be guaranteed at all times and under no circumstances is notarization any staff member's primary duty.

For patrons requesting Notary service, the following guidelines also apply:

- Notary service is provided free of charge. Charges for prints and copies may apply.
- Service may be provided on a walk-in basis, or limited to appointment only; depending on staff availability.
- Valid, government-issued photo identification is required of any person seeking to have their signature notarized on a document.
- The Library will not provide witnesses if required and witness may not be solicited from staff or other library patrons/visitors using the Library. Anyone whose documentation requires a witness must bring someone of their own acquaintance when requesting Notary service.
 - Witnesses must also provide valid, government-issued photo identification at the time of notarization and witnessing.

For library staff providing Notary services, the following guidelines apply:

- All Notaries on staff will follow the laws, rules and regulations of the State of Illinois that govern notarization.
- Library administration will ensure all Notaries on staff are bonded per state statute.
- When a Notary on staff terminates their employment with the Library they are to hand in their Notary stamp for destruction.
- Only original documents will be notarized. Copies or facsimiles will not be accepted.
- Notaries will only notarize documents signed in person before the Notary.

- Notaries will not pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- Notaries will not notarize documents of conveyance or real estate, e.g. mortgages, loans or property transfers.
- Notaries will not notarize any foreign documents, e.g. passports for other nations outside of the United States.
- Notaries will not provide notary service if the individual requesting the service, the document(s), or any circumstances relating to the request for notary service raise any question of authenticity, ambiguity, doubt or uncertainty for the Library or the Notary.
- It is at the discretion of the Notary to decline to provide service should a problem arise with the document, the individual or witness, or for any other reason.

