



Notary Policy

The Lemont Public Library District provides notary services in accordance with the Illinois Notary Public Act and the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. Library notaries will decline to provide notary service in situations that do not comply with the law.

PRIORITY FOR USE

Patrons seeking notary services are encouraged to inquire prior to their visit regarding the availability of services, as a notary may not always be present. Notary service is provided on the library premises, free of charge, on a first-come, first-served basis. To ensure adequate time for service, notary services will end thirty minutes before closing.

LIMITS OF USE

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library.

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

Notaries are not authorized to prepare or complete documents for others, nor give legal advice on any matter relating to a document.

The library does not provide witnesses and witnesses may not be solicited from staff or 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.

Notary Service is NOT available for:

- Government Form I-9
- Employment Eligibility Verification
- 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 and deeds.

- Wills, living wills, living trusts, powers of attorney, codicils or depositions as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.

The library notary:

- Cannot provide an Apostille. By Illinois law, notaries cannot attest to true copies of passports, driver's licenses, birth certificates, death certificates, or marriage certificates, etc.
- Cannot by Illinois law 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.
- May, at their sole discretion, decline to provide notary service.

The requestor must 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. Illinois state law requires that photo IDs must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States Military ID, valid (unexpired) passport, and a Tribal Identification Card.

The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary.

- Notaries may not notarize any document with blank spaces.
- Documents must be signed in the Notary's presence; notaries may not notarize documents signed beforehand.

In accordance with Illinois Notarial Law, the Notary may ask the patron to sign their Notary Public Record Book. Service for patrons who decline to sign the Record Book will not be provided.

APPEAL AND REVIEW

The Board of Trustees of the Lemont Public Library District will review the notary services policy periodically and reserves the right to modify, amend, or supplement it at any time.

Review and approved: February 26, 2024