



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 applicable law or this policy.

AVAILABILITY OF SERVICE

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 circumstances of the request raise concerns regarding authenticity, ambiguity, identity, willingness, comprehension, or uncertainty.

Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other.

- The library notary may not use 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 possess valid photo identification.

Notary service is NOT available for:

- Government Form I-9
- Employment Eligibility Verification
- Real estate transactions or property transfer documents, including deeds, mortgages, refinancing documents, and related loan documents

- Wills, living wills, living trusts, powers of attorney, codicils, depositions, or similar documents that may require specialized legal knowledge beyond the scope of this free public service

The library notary:

- Cannot issue Apostilles.
- Illinois notaries may not certify copies of documents, including passports, driver's licenses, birth certificates, death certificates, or marriage certificates.
- May, at their sole discretion, decline to provide notary service.

Notary service may be refused if the requestor is disruptive, abusive, impaired, or unable to demonstrate understanding of the document being notarized.

The requestor must provide current, valid government-issued photo identification bearing both a photograph and signature, such as a driver's license, state identification card, U.S. military ID, passport, or Tribal Identification Card.

The person signing the document must ensure that the document is complete and contains no blank spaces other than those intended for signatures before appearing before the notary.

- Notaries may not notarize documents containing 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 require the patron to sign the 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.

Reviewed and approved: February 26, 2024; May 12, 2026.