



St. Charles Public Library
One South Sixth Avenue
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630-584-0076 ■ FAX 630-584-9262
www.stcharleslibrary.org

NOTARY POLICY

The purpose of the Notary Policy is to ensure a clear understanding of this free service provided by the St. Charles Public Library to our patrons and community.

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 and with the Illinois Notary Public Law. This manual is available on the Secretary of State, State of Illinois' website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

BEFORE ARRIVING AT THE LIBRARY

There is generally a Notary available at the Library. However, we strongly recommend calling ahead (630.584.0076) to ensure that a Notary is available.

Make sure you bring with you a valid state or federally issued card, with your photo and your signature.

You do have to sign the document in the presence of our Notary. Make sure you bring your own witnesses if they are required. Make sure that documents are filled out and that there are no blanks or corrections.

Please keep in mind:

- Notaries cannot give legal advice;
- The St. Charles Public Library Notaries do not notarize Cook County real estate documents or I-9 forms;
- Due to Illinois notary law, we are unable to certify copies.
- 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.

--Adopted by the Board of Trustees, July 12, 2017