

# NOTARY POLICY

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## **Purpose**

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.

## **Guidelines**

Library staff members who provide notary services may not be available all hours that the Library is open. Anyone requesting notary services is encouraged to schedule an appointment in advance to ensure that a notary is available. Appointments can be made by:

- Calling the Library (630-584-0076)
- Scheduling an appointment in person
- Filling out the online Notary Appointment form on our website (preferred method)

All transactions require a valid state or federally issued identification card to be shown prior to notarization. Documents must be signed in the presence of the Library Notary. If documentation requires witnesses, the patron must bring witnesses with them. Staff members of the St. Charles Public Library may not serve as witnesses for notary transactions.

Library Notaries do not notarize Cook County real estate documents or I-9 forms. Due to Illinois Notary law, notaries are unable to certify copies or give legal advice. 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: 7/12/2017

Revised: 2/14/2024