



# Notary Policy

---

## **Purpose**

The purpose of this policy is to establish clear guidelines for the provision of complimentary notary services by the St. Charles Public Library ("Library") in accordance with Illinois law. The Library provides limited notary services as a public convenience and reserves the right to refuse service in situations that do not comply with applicable legal, ethical, or policy requirements. Notary services are provided for personal, non-commercial use only. Notary services are not provided for business, nonprofit, or for-profit organizational purposes.

## **General Policy**

All notary services are provided in accordance with the Illinois Notary Public Act and the Illinois Notary Public Handbook, which is available on the Illinois Secretary of State website.

Notaries may not be available at all times during Library hours, and patrons are strongly encouraged to schedule an appointment in advance. Appointments may be scheduled by completing the online Notary Appointment form on the Library's website (preferred method). Patrons who need help making an appointment may call the Library at 630-584-0076, ext. 210 or schedule an appointment in person.

The Library reserves the right to limit the number of documents notarized per appointment. The Library also reserves the right to suspend or discontinue notary service at any time due to staffing or operational needs.

## **Scope of Notary Services**

Library notaries provide signature verification only.

Library notaries do not provide:

- Legal advice or legal counseling
- Assistance in preparing or completing documents
- Document review or interpretation
- Certified copies of any document

## **Identification Requirements**

All patrons requesting notary services must present current, valid identification issued by a state or federal government that includes a photograph and signature, such as:

- State driver's license or ID
- U.S. passport
- U.S. military ID

Identification must be presented at the time of notarization.

## **Document Requirements**

- Documents must be complete and Library notaries will not notarize documents with blank spaces, or questionable alterations.
- Documents must be signed in the presence of the Library notary.

## **Witnesses**

- The Library does not provide witnesses.
- Patrons must bring their own witnesses, when required. Witnesses must be personally known to the signer, possess valid photo identification, and be present at the time of notarization. Library staff and other Library patrons may not serve as witnesses.

### **Limitations and Prohibited Notarizations**

In accordance with Illinois law and Library policy, Library notaries will not notarize:

- Deeds, mortgages, or real estate closing documents
- I-9 Employment Eligibility Verification forms
- Copies of any document that patron wants to be certified\*, e.g., passports, driver's licenses, birth certificates, death certificates, marriage certificates, or other vital records
- Any document for which the notary has a conflict of interest

\*Illinois law does not authorize notaries to certify copies of any document. Patrons requesting certified copies will be referred to the official custodian of the original record or to the office where the document was filed.

### **Communication Requirement**

Illinois law requires that the notary and the patron be able to communicate directly with one another. Library notaries are not permitted to use translators or translation services during the notarization process.

### **Refusal of Service**

A Library notary may decline to provide notary service if:

- The document or circumstances raise questions of authenticity, ambiguity, fraud, or uncertainty
- The patron does not present acceptable identification
- The patron refuses to comply with Library procedures
- The notarization request does not comply with Illinois law or Library policy

The decision to refuse service is at the sole discretion of the notary.

### **Notary Recordkeeping**

Library notaries will require patrons to sign the notary's official record book as permitted by law. Service will not be provided to patrons who decline to comply with recordkeeping requirements.

### **Patron Acknowledgment**

As a condition of using the Library's notary services, patrons acknowledge and agree to the following: *The St. Charles Public Library notaries are not attorneys licensed to practice law and are not authorized to prepare legal documents, provide legal advice, or accept or charge fees for legal services.*

Approved: 2/14/24

Revised: 6/10/26