

Notary Public Policy

Revision Control

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| <ul style="list-style-type: none">• Original Approved by LPLD Board January 23, 2023 |
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Lincolnwood Public Library provides a notary service during most hours the Library is open to the public, in accordance with Illinois notarial law. There is no charge for this service. A notary only verifies the signer's identity and that the signature was made willingly and freely.

Guidelines for Notary Services:

- Appointments are not required but calling ahead to make sure a notary is available is encouraged. To enquire whether a notary is available, please call 847-677-5277.
- To ensure adequate time to process the paperwork, patrons must arrive 45 minutes prior to closing.
- All signers must be present and have valid photo identification with a signature, such as a Driver's License, State I.D., or passport.
- Notary services are provided on library premises only and patrons must arrive 45 minutes prior to closing.
- Notaries are not authorized to prepare or complete documents for others. Documents must be complete and **MUST** be signed in the presence of the notary. A document that has been signed ahead of time will not be notarized.
- A document is invalid if changes are made after the notarization.
- In situations when a witness is required the Library will not provide witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must be personally known to the individual whose document is being notarized and must be in possession of valid photo identification with a signature.
- Library notaries keep a log of every document notarized.
- Public notaries ARE NOT legal professionals and cannot answer legal questions or offer legal advice.
- Lincolnwood Library notaries follow all regulations established by the (5 ILCS 312/) Illinois Notary Public Act.
- 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 a notary service patron.
- In accordance with Illinois Notarial Law, notaries will not provide service if the patron's document or circumstances of the request for notary service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the library notary may at his/her/their sole discretion, decline to provide notary service.
- 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's website. Library notaries

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may decline to provide notary service in situations that do not comply with the provisions of this handbook.

- Lincolnwood Public Library District notaries are not attorneys licensed to practice law in Illinois. They are not allowed to draft legal documents or records, nor may they give advice on any matter.

Notarization Does Not:

- Prove a document to be true or accurate.
- Legalize or validate a document.
- Prove a statement under oath/affirmation is true.

Documents the Library will NOT Notarize:

- Government Form I-9 or Employment Eligibility Verification.
- Documents of conveyance of real estate, mortgages, other real estate loans, documents of transaction or property transfers including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts, which require legal knowledge.
- Deeds, wills, codicils, living wills, trusts, and healthcare powers of attorney which require legal knowledge.
- Documents that are already signed or copies of documents.
- Immigration documents, which require legal knowledge.
- Documents recorded by the County (e.g. birth certificates, marriage certificates, death certificates).
- Apostilles – a form that certifies that a document that is issued in one country to be used and considered valid in another country.
- Documents that are not in English.