



## **Notary Services Policy**

The Three Rivers Public Library District provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. 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. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **PRIORITY FOR USE**

Patrons seeking notary service must make an appointment at least 24 hours in advance. Walk-in or same-day appointments are not available. Notary service is provided free of charge.

### **LIMITS OF USE**

Documents in a language other than English will only be notarized if a notary who understands the language is available.

The Library requires that a notary and the patron seeking notarization be able to communicate directly with each other. Generally, the Library notary is not permitted to make use of a translator to communicate with the requestor.

To ensure adequate time for service, notary services will end fifteen minutes before closing.

The requestor must provide the notary with a current, valid identification issued by a state or federal agency that includes the requestor's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport. Illinois state law requires that photo IDs must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States Military ID, valid (unexpired) passport, and a Tribal Identification Card.

Notary service is not available for documents which require legal knowledge, such as but not limited to deeds, wills, living wills, trusts, and real estate transactions.

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the notary may, at his or her sole discretion, decline to provide notary public service.

Library notaries cannot notarize government I-9 forms, nor can they provide an Apostille.

By Illinois law, notaries cannot attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc.

Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.

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 be in possession of valid photo identification.

#### **APPEAL AND REVIEW**

The Board of Trustees of the Three Rivers Public Library District will review the notary services policy periodically and reserves the right to amend it at any time.

Adopted 5/11/2022