



SER 24

## NOTARY PUBLIC SERVICE

### POLICY

The Antioch Public Library District offers free Notary Public services.

Patrons seeking Notary Service should call the Library at 847-395-0874 an hour prior to their visit to ensure the Notary is available.

Notary Service is provided on a first-come, first-serve basis to the residents of the Library District who have a current Antioch Public Library District card only. We do not provide notary service to non-residents of the district. In addition, valid government issued photo identification is required of every patron seeking Notary Service.

Notary Service is not guaranteed.

Notary Services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the notary may ask the person(s) to wait while the Notary attends to a patron at the desk, takes a telephone call or tends to other library matters.

Notaries cannot provide legal advice or counseling regarding the documents.

Notary Service is limited to ten (10) documents per person per day,

The Notary will only attest to documents signed in his/her presence.

The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. Library Notaries may not notarize any document with blank spaces.

The Notary cannot attest to true copies of passports, driver's licenses, etc.

Notary Service is **NOT** available for Deeds, Mortgages, Wills, Living Wills, Living Trusts, Codicils, Depositions or Power of Attorney as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.

In situations where 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.

Documents in any other language other than English will not be notarized at this facility.

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 issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may at his/her sole discretion, decline to provide Notary Service.

Also, in accordance with Illinois Notarial Law, the Notary will ask the patron to sign and/or provide a thumb print in their Notary Public Record Book. Service for patrons who decline to sign and/or provide a thumb print for the Record Book will not be provided.

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. This manual is available on the Secretary of State, State of Illinois's Website. Library Notaries may decline to provide Notary Service in situations that do not comply with the provisions of this manual.

Revised 2/28/2017