



## POLICY RESOLUTION

### PR-05-21 - NOTARY SERVICES

Glenside Library provides notary service to the public 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.

Notary service is available at no charge to library users. The library recommends users contact the library prior to their visit to ensure that a notary is available and to verify types of services provided. Walk-in requests are not guaranteed to be fulfilled. Notary services are a courtesy provided by the library and not the commissioned employee's primary duty; therefore, the notary may ask the requestor to wait while the notary attends to other library matters.

#### TO HAVE A DOCUMENT NOTARIZED:

- Requestors must provide the notary with current, unexpired identification issued by a state or federal agency that includes the requestor's photo and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States military ID, or valid (unexpired) U.S. passport. International passports are only accepted if they are in English.
- The document should not be signed or dated ahead of time. It must be signed in the presence of the notary.
- If witnesses are required in addition to the notary, requestors must provide their own witnesses. The Library cannot provide witnesses. 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.
- The document must be completely filled out with no empty sections other than where the requestor will sign the document. Library notaries will not notarize any document with blank spaces.
- Patrons requiring multiple notarizations on documents that are 10 pages or longer will need to schedule an appointment with a notary by calling 630-260-1550.
- To ensure adequate time for service, notary services will end 15 minutes before closing.

#### LIMITS OF USE:

Illinois law requires that a notary and the person seeking notarization be able to communicate directly with each other. The notary is not permitted to make use of a translator to communicate with the requestor.

In accordance with Illinois notarial law, notaries will not provide service if the requestor, document, or circumstances of the request for notary service raises any issues of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the library notary may, at their sole discretion, decline to provide notary service.

Notaries are regulated by Illinois law. Notary staff will not notarize documents that do not follow such laws and regulations. Notaries will not prepare or complete documents, nor can they give legal advice or counseling on any matters.

In accordance with Illinois notarial law, the notary will ask the patron to sign their notary public record book. Service for patrons who decline to sign the record book will not be provided.

#### Notary Staff are unable to notarize:

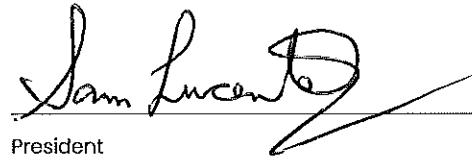
- Visa and immigration paperwork.
- Documents from foreign governments.
- Government Form I-9 or Employment Eligibility Verification.
- Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions of property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales and beneficial interests in land trusts.
- Estate planning documents such as deeds, wills, living wills, & trusts.
- Certain financial documents such as savings bonds that require notarization by an Authorized Certifying Officer.

- Apostilles - a form that certifies that a document issued in one country can be used and considered valid in another country.
- Copies of vital records (e.g. birth certificates, marriage certificates, death certificates).
- Copies of identification such as passports, driver's licenses, etc.
- Notary service is NOT available for Codicils, Depositions, or Power of Attorney as these types of documents require technical or legal knowledge that is beyond the scope of this free service.

March 17, 2022

Date

APPROVED:

A handwritten signature in black ink, appearing to read "Sam Lucento", written over a horizontal line. The signature is stylized and includes a large, sweeping flourish that extends to the right.

President