

Maywood Public Library Notary Policy

Policy 22.0

Library Guidelines for Notary Services

The library does not charge a fee for notary services.

In order to have something notarized, the requestor must have a valid adult library card in good standing.

In addition to this, the requestor must have a valid Driver's License or State ID that is not expired, U.S. or foreign Passport, U.S. military ID card (if signature is present), or an ID card issued by INS (if signature is present).

It is required to make an appointment to have any of the allowed documents notarized.

The library will not notarize the following documents:

Authorization for Temporary Child Care, Bill of Sales, Certifying any document, Credible Witness, Custody Agreements, Deeds, Notarial Records, Passport/ID Authentication, Power of Attorney, Property Titles or Transfers, Quitclaim Deeds, Rental Agreements, or Spousal Waivers.

The requestor must sign the document in the presence of the notary.

A thumb print and signature into the notary's journal is required to have any document notarized. The notary will also make note of any supporting ID information.

The notary must give the oath to the requestor for any jurat. Accepting the oath will result in a notarization. Declining the oath will prevent notarization.

All documents will be dated for the day of. Any pressure or attempt to use a different date will prevent notarization.

The notary is not authorized to provide legal advice to the requestor.

Any request to see the Notary's journal for a particular notarization must be done with a FOIA request (see Policy 20.0) and undergo any other legal process.

Illinois law requires that all notarized documents are done in black ink.