

Notary Policy

Approved 1/2024

As a service to the community, the Library offers notary services at no cost to the public. Per (5 ILCS 312/) Illinois Notary Public Act, identification documents are documents that are valid at the time of the notarial act, issued by a state agency, federal government agency, or consulate, and bearing the photographic image of the individual's face and signature of the individual. Notary service will not be provided if, in the sole discretion of the Notary, there are issues of identification or authenticity of documents.

The requester must sign the document in the presence of the notary. A signature into the notary's journal is required to have any document notarized. The notary will also make note of any supporting ID information. Illinois law requires that all notarized documents are done in black ink.

The notary must give the oath to the requestor for any jurat. Declining the oath will prevent notarization of documents. All documents will be dated for the day of notarization. Any pressure or attempt to use a different date will prevent notarization.

The notary cannot provide notary service for documents of conveyance or real estate, i.e. mortgages, loans, or property transfers, foreign documents, or copies of original documents.

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 and undergo any other legal process.

We recommend scheduling all notary appointments ahead of time to make sure a notary will be present. Any walk-in notary requests of more than 3 documents may be asked to schedule the notary services for a future date.