



Notary Public Service Policy

Notary Public service is available at no charge.

Users of the service should contact the Library to confirm that a Notary is on duty.

Users must present government-issued photo identification before Notary Public service takes place.

Library Staff who serve as a Notary:

- Follow the notary laws of the State of Illinois.
- Will not give professional advice on legal matters pertaining to notarizing documents.
- Reserve the right to refuse notary service at any time, including but not limited to documents from which the notary certification can be detached from the document being notarized.
- 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.
- Will only notarize documents signed in person before the Notary.