

## **Notary Service Policy**

Notary public service is available at no charge to library patrons. Due to notaries not always being on site, users must contact the library to confirm that a notary is on duty. Users must present government issued identification that includes a photo and signature before notarization takes place. Library staff who serve as a notary public will:

- Follow the laws of the State of Illinois.
- Not give legal advice.
- Not give advice on drafting or completing documents.
- Reserve the right to refuse notary service at any time.
- Not notarize real estate documents or transactions affecting or purporting to affect title to property in Cook County, IL.
- Only notarize documents in which the notary and signer can both communicate using the same language and are not permitted to use a translator as an intermediary.
- Not provide witnesses and witnesses may not be solicited from patrons using the library. 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.