

MIDLOTHIAN PUBLIC LIBRARY
NOTARY POLICY

The Library provides notary service 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.

Midlothian Public Library offers notary service for a charge of \$1.00 per notary signature.

The Library provides only basic notary services. Notary service is not available for deeds, mortgages, other real estate closing documents, or immigration papers, because these documents can require technical or legal knowledge that is beyond the scope of our service.

Library notaries cannot provide legal advice or counseling regarding the documents.

Notary service is provided on a first-come, first-served basis. When a notary is in the building, services will be offered from 9:30 AM until one hour before the Library closes. It is recommended that requestors seeking notary service call the Library at **(708) 535-2027** prior to their visit to ensure a notary is available at that time.

Documents in Spanish will only be notarized if there is a notary available who speaks Spanish. Library notaries **will not notarize documents in any language other than English or Spanish.**

Notary services are a courtesy provided by the Library and not the notary's primary duty; therefore, the notary may ask the requestor to wait while the notary attends to a patron at the desk or other Library matters.

The requestor must be sure that the document is completely filled out, leaving no blank other than where the requestor will sign the document, before appearing before the notary. Library notaries will not notarize any document with blank spaces.

The requestor must provide the notary with a current, valid identification issued by a state or federal agency that includes the requestor's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport.

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the notary may, at his or her sole discretion, decline to provide notary public service.

The notary will ask the patron to sign and/or provide a thumb print in their Notary Public Record Book. Service for requestors who decline to sign and/or provide a thumb print will not be provided

Library notaries cannot notarize government I-9 forms, nor can they provide an Apostille.

By Illinois law, notaries cannot attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc.

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Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.

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

The Library does not provide witnesses and witnesses may not be solicited from staff or 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.

Adopted 7/2018, Revised 8/2018