

## Notary Public Guidelines

- Notary public service is provided at no charge by authorized library staff. Patrons seeking Notary Service should [schedule an appointment](#) or call the Library at [847-689-0125](tel:847-689-0125) prior to their visit to ensure a Notary is available. Notary services are provided on Library premises and Bookmobile.
- Notary Service is not guaranteed.
- Notaries are regulated by the Illinois Notary Laws and will not notarize documents that do not follow such laws and regulations. Notaries are not authorized to prepare or complete documents for others, nor give legal advice on any matter relating to a document.
- **Notary Service is NOT available for:**
  - government Form I-9
  - Employment Eligibility Verification
  - Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts and deeds.
  - Wills, living wills, living trusts, powers of attorney, codicils or depositions as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.
- A valid photo ID with a signature is required. A current driver's license or passport is recommended.
- A document must not be signed beforehand. Documents must be signed in the Notary's presence.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. Notaries may not notarize any document with blank spaces.
- Documents in any language other than English will not be notarized at this facility.
- In accordance with Illinois Notarial Law, Notaries will not provide service if the patron's document or circumstances of the request for Notary Service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may at his/her sole discretion, decline to provide Notary Service.
- If your document requires witnesses as well as your own signature and notarization, please bring with you a sufficient number of people willing to serve as your witness. In situations where a witness is required the Library will 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 individual whose document is being notarized and must be in possession of valid photo identification.

- In accordance with Illinois Notarial Law, the Notary may ask the patron to sign their Notary Public Record Book. Service for patrons who decline to sign the Record Book will not be provided.
- Notary service is not available within 30 minutes of the Library closing.
- Patrons requiring multiple notarizations on documents that are 10 pages or longer will need to [schedule an appointment](#) with a notary or call [847-689-0125](tel:847-689-0125).

**Other Notary Places below:** \*\*\*\* Guidelines may be different from the Library

- City of North Chicago Clerk Office
- First Midwest Bank
- Currency Exchange
- Post Offices