



Notary Services Policy

Purpose

The Nippersink Public Library District (“Library”) provides notary services as a public convenience, in accordance with the Illinois Notary Public Act (5 ILCS 312/1 et seq.). This service supports community members’ informational and administrative needs while ensuring compliance with all applicable state laws and Library policies.

Policy Statement

Notary services at the Library are performed by trained Library staff who are commissioned by the State of Illinois as Notaries Public. Notaries act as impartial witnesses to the signing of documents, verifying the identity of signers and ensuring that all parties act knowingly and willingly.

The Library reserves the right to decline notary requests that do not comply with state law, that present legal, ethical, or procedural concerns, or that cannot be completed safely or appropriately within Library operations.

The Board of Trustees may modify or amend this policy at any time as deemed necessary and appropriate.

Priority for Use

Patrons seeking notary services are encouraged to inquire before their visit regarding the availability of services, as a notary may not be present at all times. Notary services are provided free of charge on a first-come, first-served basis.

Limits of Use

- **Availability:** Notary services end 15 minutes before closing each day.
- **Preparedness:** Documents must be fully completed—except for the signature and notary section—before being presented for notarization. Library staff cannot advise on how to complete documents.
- **Volume:** To ensure equitable service, notary staff may limit the number of documents notarized per visit.
- **Identification:** The requestor must provide current, valid (unexpired) government-issued photo identification with a signature (e.g., driver’s license, state ID, U.S. military ID, U.S. passport).
- **Language:** Documents in a language other than English will only be notarized if a notary who understands the language is available. Illinois law requires that a notary and the patron be able to communicate directly without a translator.
- **Minors:** Documents involving minors may be notarized only when Illinois law allows and with the proper parent/guardian present, if applicable.



Prohibited Documents

Notary services are **not available** for:

- Blank forms (all spaces must be filled in with information or “N/A”)
- Deeds, wills, living wills, or trusts
- Documents conveying or transferring real estate (mortgages, refinancing, land trusts, etc.)
- Powers of Attorney, or documents being signed by someone acting under Power of Attorney
- I-9 forms
- Apostilles
- Certified copies of official records (birth, death, marriage certificates, passports, licenses, etc.)

Legal Limitations

Illinois notaries by law cannot:

- Certify or attest to true copies of documents. Persons needing certified copies will be referred to the official custodian of the record.
- Provide legal, financial, or other professional advice. Library notaries are not attorneys and may not prepare or interpret legal documents for patrons.

Discretion of the Notary

Notaries may decline service if the requestor, document, or circumstance raises issues of authenticity, ambiguity, uncertainty, or legality.

Witnesses

The Library does not provide witnesses. Witnesses may not be solicited from Library staff or patrons. A witness must personally know the individual signing the document and must provide valid photo identification.

Certificates

Documents must contain proper notary language. If absent, staff may stamp a “Jurat” or “Affirmation” certificate on the document or on a separate page (attached by staple). The patron—not the notary—must choose the appropriate form.

Record Keeping

All notarial services will be entered into the acting notary’s Notary Public Record Book. Services will not be provided if the requestor refuses to sign the Record Book.