

Policy 310

Notary Public Service Policy

Sugar Grove Public Library District ("Library") offers complimentary notary services to all visitors in accordance with Illinois notarial law. Notary services offered by the Library are for personal use only, and not for commercial use, including nonprofit or for-profit businesses.

Patrons seeking notary services should contact the library prior to their visit to ensure that a notary is available and able to provide the requested service.

Before appearing before the notary, the patron must be sure that the document is completely filled out, leaving no blank spaces other than where the patron will sign it. Library notaries will not notarize any document with blank spaces. Please do not sign any documents before coming to the library.

Patrons seeking notary services must be present in person with a valid, government-issued photo identification with their document to be notarized. A valid, government-issued ID includes any current, unexpired photo ID issued by a U.S. state or the U.S. federal government, such as a driver's license, state ID card, U.S. military ID card, or U.S. passport. Identification documents must include a photo showing a true likeness of the patron and a valid signature. The Library does not process electronic or remote notary services; all signatories must be present in person.

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 patron. Documents must be in English.

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. Library staff serving as notaries will follow the notary laws of the State of Illinois and will not give professional advice on any matters pertaining to documents to be notarized. This manual is available on the Secretary of State, State of Illinois website.

Only the following services are provided by the Library:

- Signature Verification

The following documents **are ineligible** for library notary services as they require legal knowledge beyond the scope of our services:

- I-9 Forms
- Mortgages, deeds, real estate closing documents
- Wills, trusts, estates, powers of attorney
- True copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc.
- Certified copies of any document. *Patrons 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.*

The following limitations also apply to all notary services provided by the Library:

- Library notaries cannot provide legal advice or counseling regarding any documents.
- 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, and be present at the time of the notarization.
- Staff have the right to decline to notarize a document for any reason at any time, including but not limited to noncompliance with this policy or not presenting with proper identification. Notaries will not provide service if the cardholder's document, or circumstance of the request for notary services raise 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 thumbprint in their Notary Public Record Book. Service for patrons who decline to sign and/or provide a thumbprint will not be provided.

As a condition of utilizing the Library's notary services, all users understand, acknowledge, and agree as follows:

"THE SUGAR GROVE PUBLIC LIBRARY DISTRICT IS NOT AN ATTORNEY LICENSED TO PRACTICE LAW, AND IS NOT ALLOWED TO DRAFT LEGAL DOCUMENTS OR RECORDS, NOR MAY THE LIBRARY GIVE LEGAL ADVICE ON ANY MATTER, INCLUDING, BUT NOT LIMITED TO MATTERS OF IMMIGRATION, OR ACCEPT OR CHARGE FEES FOR THE PERFORMANCE OF THOSE ACTIVITIES".