

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 library to confirm that a Notary is on duty. Users must present government issued identification that includes a photo before notary takes place. Library Staff who serve as a Notary will:

- * Follow the notary laws of the State of Illinois.
- *Not give professional advice on legal matters pertaining to notarizing documents.
- *Reserves the right to refuse notary service at any time.
- *Not notarize Cook County real estate documents.

Board Approved:

Official Policy April 20, 2010