

Notary Policy

Notary public service is available at no charge to library patrons. Due to notaries not always being on site, notary service may not always be available. Users must present government issued identification that includes a photo and signature before notarization takes place. Library staff who serve as a notary public:

- Follow the laws of the State of Illinois.
- Cannot give legal advice.
- Cannot give advice on drafting or completing documents.
- Reserve the right to refuse notary service at any time.
- Will not notarize real estate documents or transactions affecting or purporting to affect title to property in Cook County, IL.
- Only notarize documents in which the notary and signer can both communicate using the same language and are not permitted to use a translator as an intermediary.
- Cannot 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 person whose document is being notarized and must be in possession of valid photo identification.