

## **Section 10.10: Notary Public Service**

MAPLD offers Notary Public services for \$1.00 per signature.

Notary Service is not guaranteed. It is a courtesy service provided by the Library and is not the Notary's primary duty; therefore, the Notary may ask the customer to wait while the Notary attends to a patron or other task or Library matters.

Notaries cannot provide legal advice or counseling regarding the documents. They will only attest to documents signed in their presence. If a customer has already signed the document, the Notary will request that they sign it again in the Notary's presence.

Users must present a current, unexpired government issued identification that includes a photo and signature before the notarization can take place.

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. Library Notaries may not notarize any document with blank spaces.

The Notary cannot attest to true copies of passports, driver's licenses, etc.

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 be personally known to the individual whose document is being notarized and must be in possession of valid photo identification.

Documents in any other language other than English will not be notarized at this facility.

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 a Notary Service patron.

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 issue 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.

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. This manual is available on the Secretary of State, State of Illinois' Website. Library Notaries may decline to provide Notary Service in situations that do not comply with the provisions of this manual.

Approved:           September 11, 2018