

## **FARMINGTON AREA PUBLIC LIBRARY DISTRICT NOTARY SERVICE POLICY**

### **STATEMENT OF PURPOSE**

The Farmington Area Public Library District (Library) provides basic notary service as a courtesy to users of the Library in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State of Illinois. This manual is available on the Illinois Secretary of State website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

### **PRIORITY OF USE**

The Library provides only basic notary services free of charge, subject to the availability of a Notary on duty. Notary services are provided on a first-come, first-served basis. Notary services are a courtesy provided by the Library and not the Notary's primary duty. Therefore, the Library advises persons in need of notary services to contact the Library in advance to confirm that a Notary is available. To ensure adequate time for service, notary services will end thirty minutes before closing. The library can be reached at 309-245-2175.

### **LIMITS OF USE**

The requester must provide the following items for notary service:

- The completed, **unsigned** document to be notarized
- If a witness or witnesses are required by the document the requester must provide them, witnesses may not be solicited from patrons. Library Staff cannot witness documents to be notarized. In order to serve as a witness, the witness must know the person whose document is being notarized, must be in possession of valid photo identification, and be present at the time of notarization.
- A valid, unexpired state ID, federal ID, or other government ID with signature and photo. **EXAMPLES:**
  - o Driver's license
  - o State ID card
  - o US Military ID
  - o Passport
  - o Tribal Identification Card

A notary cannot certify copies of documents or signatures. All documents must be originals.

## NOTARY SERVICES ARE NOT AVAILABLE FOR THE FOLLOWING DOCUMENTS:

- Blank forms. Any blank spaces on a form should be crossed out or have N/A written
- Deeds
- Wills or living wills
- Trusts
- Documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, and beneficial interests in land trusts and deeds.
- Power of Attorney or documents being signed by someone who has power of attorney and wants to sign on behalf of another person
- Notary Service is not available for immigration documents because these documents require legal knowledge that is beyond the scope of our service.

Additionally, Illinois Notaries by law cannot:

- Notarize I-9 forms
- Provide Apostilles
- Attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc. Illinois law does not authorize a notary public to certify copies of any document. Persons 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

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises 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.

Library Notaries cannot provide legal or professional advice or counseling regarding any documents to be notarized.

Illinois law requires that a notary and the person requesting notarization be able to communicate directly with each other. Library Notaries are not permitted to notarize documents in languages other than English, unless they communicate confidentially in that language. Library Notaries cannot translate documents to be notarized.

In accordance with Illinois law, the Notary may ask the requester to sign their Notary Public Record Book. Notary service will not be provided for a requester who declines to sign the record book.

### **APPEAL AND REVIEW**

The Board of Trustees of Farmington Area Public Library District will review the notary services policy periodically and reserves the right to amend it at any time.

Adopted on April 15, 2024