

Section II: Service Policies

TITLE: Notary Service Policy

Lake Villa District Library (LVDL) offers free notary service by an authorized public notary in accordance with the *Illinois Notary Public Act*. To ensure notary services are available, patrons should call LVDL at 847-245-5115.

- A current, valid photo ID including a signature issued by a state or federal government agency such as a state driver's license, state ID, U.S. military ID, or passport is required.
- Notaries cannot provide legal advice or counselling regarding documents.
- Documents must not be signed beforehand. Documents must be signed in the notary's presence.
- Notaries may not be able to notarize all documents.
 - Real estate documents pertaining to Cook County, and documents in a language other than English cannot be notarized.
- Patrons are required to bring their own witnesses for wills. LVDL will not notarize handwritten wills.
- Notaries may not notarize blank or incomplete documents. Except where the signature is required, any blanks in a document should be filled in by the signer prior to notarization.
- Illinois law does not authorize a notary public to certify copies of any document.
- LVDL is unable to:
 - Complete or notarize government Form I-9, Employment Eligibility Verification.
 - Provide an apostille (a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another).
 - Provide a medallion signature guarantee (a special certification stamp that guarantees a signature that authorizes an authentic transfer of securities).
- Notary services can only be provided on library premises.
- LVDL reserves the right to decline notary service.

Adopted: October 9, 2000

Revised: 2/18, 3/21