

Section II: Service Policies

TITLE: Notary Service Policy

Lake Villa District Library (LVDL) offers free limited notary services for basic acknowledgements and affirmation signatures in accordance with the Illinois Notary Public Act. Notary services may not be available at all times the library is open and notary service is not guaranteed.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries will not provide legal advice or counseling regarding documents. Notary service is provided on a first-come, first-served basis.

- Documents must be signed in the notary’s presence.
- Each signer must present a current, government issued identification containing a photo and signature, such as a state driver’s license, state ID, U.S. Military ID or U.S. passport.
- Documents must be completely filled out, leaving no blanks other than the signature line.
- If the document requires witnesses, those seeking notary service must provide the witnesses and may not solicit witnesses at the library. Witnesses must provide proper identification.
- LVDL is unable to notarize:
 - Documents in languages other than English.
 - Blank or incomplete documents.
 - Government Form I-9, Employment Eligibility Verification.
 - Handwritten wills.
 - Cook County real estate documents.
- LVDL is unable to:
 - 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).
- Certify that any document is a true copy.
- The LVDL notary shall correctly maintain a notary journal of all notarial acts they perform.
- LVDL reserves the right to refuse notary service.
- Notary services can only be provided on library premises. No electronic or remote notary service.

In consideration of using the free notary services of the library, the patron using LVDL notary services must agree to hold the LVDL notary and LVDL harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the patron and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the patron and any other person or entity by any unauthorized person or persons.

Adopted: October 9, 2000
Revised: 2/18, 3/21, 4/24



Lake Villa District Library

Notary Service Hold Harmless Agreement

Whereas, Lake Villa District Library (LVDL) provides notary services for certain documents to the general public, free of charge; and

Whereas, the Notary Service Policy provides the guidelines under which notary services are provided to LVDL patrons; and

Whereas, the Notary Service Policy requires all patrons, in consideration of using LVDL’s free notary service, to hold the LVDL Notary and LVDL harmless from any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the individual and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the individual using LVDL’s notary service and any other person or entity by any unauthorized person or persons.

Now therefore, the undersigned agrees as follows:

1. The undersigned agrees to hold the LVDL Notary and LVDL harmless from any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated into the document executed by the undersigned and notarized by the LVDL Notary; and
2. The undersigned agrees to hold the LVDL Notary and LVDL harmless from and against any and all claims and damages arising out of or resulting from the dissemination, distribution or copying of a document executed by the undersigned and notarized by the library’s notary by any unauthorized person or persons.
3. The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed on _____ (date)

Agreed on _____ (date)

Signature

Signature

Printed Name

Printed Name

Agreed on _____ (date)

Agreed on _____ (date)

Signature

Signature

Printed Name

Printed Name