



Notary Service Policy

The Brimfield Public Library District provides notary service in accordance with the Illinois Notary Public Act. Library notaries will decline to provide notary services that do not comply with the provisions of this Act and the Library's Notary Service Policy as outlined below.

Priority For Use

Patrons are encouraged to inquire before visiting the Library regarding the availability of notary service, as a notary may not be present at all times. Notary service is provided for a \$1.00 fee on a first-come, first-served basis.

Requirements

A patron requesting notary service must provide the following items:

- The completed, unsigned document to be notarized.
- A valid, unexpired state ID, federal ID, or other government ID with signature and photo.
Examples:
 - Driver's License
 - State ID Card
 - US Military ID
 - Passport
- All persons required to sign the document.
- A witness or witnesses, if required by the document
 - Witnesses may not be solicited from staff or 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.

In accordance with Illinois law, all notarial service will be entered in the acting notary's Notary Public Record Book. Notary service will not be provided for a requester who declines to sign the record book.

Limits of Use

Documents in a language other than English will only be notarized if a notary who understands the language is available.

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 the requestor.

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

Library notaries may, at their discretion, decline to provide notary public 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.

Notary service is not available for the following documents:

- Blank forms; any blank spaces on a form should be crossed out or have N/A written.
- Deeds, mortgages, or other real estate closing documents; these documents require technical or legal knowledge that is beyond the scope of our service.
- Immigration forms
- Documents that do not contain notary language or a notary certificate

Additionally, Illinois notaries by law cannot:

- Notarize I-9 forms
- Provide Apostilles, or certify documents, so that they can be recognized in foreign countries that are members of the 1961 Hague Convention Treaty.
- 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.

Appeal and Review

The Brimfield Public Library District's Board of Trustees will review the Notary Service Policy periodically and reserves the right to amend it at any time.

