

**Section II: Service Policies**

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**TITLE: Notary Public Policy**

**DATE ADOPTED: October 9, 2000**

**REVISED: September 9, 2013**

Notary public service is provided at no charge by authorized library staff. A scheduled appointment is recommended.

The Notaries at the Lake Villa District Library may not be able to notarize all documents (e.g. wills, real estate documents pertaining to Cook County, etc).

We are unable to complete or notarize government Form I-9, Employment Eligibility Verification.

The Library may not be able to provide witnesses to signatures associated with notarial acts. Patrons should consider bringing their own witnesses.

A photo identification with a signature issued by a U.S. state or the federal government such as a Driver's License, State ID card, U.S. military ID, or U.S. Passport is required.

A document must not be signed beforehand. Documents must be signed in the Notary's presence.

Documents must be in English and must be complete, without blank spaces.

Due to Illinois notary law, we are unable to certify copies.

Notary services are provided on Library premises.