

**Section II: Service Policies**

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**TITLE: Notary Service Policy**

**DATE ADOPTED: October 9, 2000**

**REVISED: February 12, 2018**

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 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.
- Notaries may not be able to notarize all documents.
  - Handwritten wills, real estate documents pertaining to Cook County, and documents in a language other than English cannot be notarized.
- LVDL is unable to complete or notarize government Form I-9, Employment Eligibility Verification.
- Patrons are required to bring their own witnesses for wills.
- Documents must not be signed beforehand. Documents must be signed in the Notary's presence.
- 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.
- Notary services can only be provided on Library premises.
- LVDL reserves the right to decline notary service.