



# ZION-BENTON PUBLIC LIBRARY

## Notary Policy

The Zion-Benton Public Library offers notary services for the benefit of all patrons, in accordance with the Illinois law. The Notary at their discretion will not provide service if the document or circumstances of the request raise any issues of authenticity, ambiguity, doubt, or uncertainty.

- The Notary will not prepare legal documents; nor can they give legal advice.
- Notary services are not guaranteed.
- Notary services are only available at the Library. Please call ahead to be sure a Notary is available. Not all staff are credentialed as notaries.
- Notary Services are provided on a first-come, first serve basis and are a courtesy provided by the Library. The Notary may ask the person(s) to wait while the Notary tends to other library matters.
- In addition, valid unexpired government issued photo identification is required of every patron seeking Notary Service.

Notary Services are not available for the following:

- A notary cannot certify copies of documents or signatures. All documents must be original. Notaries cannot attest to true/certified copies of documents.
- Documents of property conveyance
- Government I-9 forms/Employment Eligibility Verifications.
- Apostilles – a form that certifies that a document that is issued in one country to be used and considered valid in another country.
- Documents that are not in English.

Additional Requirements:

- Documents must be complete (no blank spaces) and must be signed and dated in the presence of the notary. All people signing must be present.
- The Notary may ask the patron to sign their Notary Public Record Book or provide a thumbprint. Patrons who decline to sign or provide a thumbprint may be refused service.
- 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.
- The Library does not provide witnesses and 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 a valid photo identification.
- To ensure adequate time to process the paperwork, patrons must arrive 45 minutes prior to closing.
- Patrons requiring multiple notarizations on documents that are 3 pages or longer should schedule an appointment. Call 847-872-4680.