Notary Services Policy

Schiller Park Public Library

Purpose

The purpose of the Notary Policy is to ensure a clear understanding of this free service provided by the Schiller Park Public Library to our patrons and community. The Library provides free notary public services as a courtesy and in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois and with the Illinois Notary Public Law. This manual is available on the Secretary of State, State of Illinois' website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

Guidelines

Library staff members who provide notary services may not be available all hours that the Library is open. Anyone requesting notary services is encouraged to schedule an appointment in advance to ensure that a notary is available.

Appointments can be made by:

- Calling the Library (847-678-0433)
- Scheduling an appointment in person

All transactions require a valid state or federally issued identification card to be shown prior to notarization. Documents must be signed in the presence of the Library Notary. If documentation requires witnesses, the patron must bring witnesses with them. Staff members of the Schiller Park Public Library may not serve as witnesses for notary transactions. 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 photographic identification.

Library Notaries do not notarize Cook County real estate documents or I-9 forms. Due to Illinois Notary law, notaries are unable to certify copies or give legal advice. 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.

Notaries cannot provide legal advice or counseling regarding documents. The notary will only attest to witnessing the signature on the documents signed in their presence.

Approved by the Schiller Park Public Library Board of Trustees on April 3, 2025.