

## **Parlin-Ingersoll Public Library Notary Public Service Policy**

Notary public service is available at no charge for the benefit of the community. The library has several staff members who are notaries in order to have the service available at various times of day and days of the week. Due to staffing limits, notary service is not available the last 45 minutes before closing. We recommend calling in advance to see if a notary will be available when you come.

All users must present a government issued identification that includes a photo before the notary takes place.

Library staff who serve as a Notary will:

- Follow the notary laws of the State of Illinois
- Not give professional advice on legal matters pertaining to notarizing documents
- Reserve the right to refuse notary service at any time
- Not notarize real estate documents or transactions
- The library will not provide witnesses and witnesses may not be solicited from customers 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

A notary commission is personal to the notary public. The stamp and commission belong to the notary public and must be safeguarded by the notary in order to prevent forgeries and other misuse.

Upon expiration of each notary's term, the library board will evaluate the number of notary publics needed and applicable costs to the library before approving payment of renewals, bonds, or materials.