



## Sandwich Public Library District

### *Notary Policy*

The Sandwich Public Library District offers free notary services for the benefit of all patrons, in accordance with Illinois notarial law.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who comes before the notary for a specific purpose.

#### **Notary Process:**

- Patrons seeking notary service should call prior to their visit to find out if a notary is available. The library can be reached at 815-786-8308.
- A valid government issued ID card with photo identification and signature is required of any patron seeking notary service. Acceptable ID documents include, but are not limited to, a Driver's License, State ID, valid Passport, or US Military ID.
- Documents must be complete apart from the signature/s. Please do not sign the document until in front of the notary. All people signing the document must be present at time of notarization. All signers must record their signatures in the notary's transaction log.
- Some documents require one or more witnesses. Ideally, a witness should personally know the individual whose documents are being notarized and must not be party to any of the document's contents. Witnesses cannot be solicited from library patrons. Library staff can act as a witness if need be, but this service is not guaranteed.

#### **Service Limitations:**

- Sandwich Public Library District notaries are not attorneys licensed to practice law in Illinois. They will not draft legal documents or records, nor give advice on any matter. Notarizing a document does not constitute a legal review of the document's contents.
- Blank forms cannot be notarized. If a space on a form does not require an answer, please write "N/A" or cross out the space.
- A notary cannot certify copies of documents or signatures. All documents must be originals.
- Notary service is not available for real estate, mortgages, deeds, notarial records, or immigration documents, which require legal knowledge.

- In accordance with IL notarial law, notaries will not provide service if the customer, document, or circumstances raise any issue of authenticity, ambiguity, or doubt. The library notary may, at their sole discretion, decline to provide notary service.

**Information to be recorded in Notary Log:**

- The date
  - Each signer's name, address and phone number
  - Each signer's signature
  - Type of ID provided and the expiration date
  - Description of document being notarized
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**Policy Adopted by the Board of Trustees:** August 8<sup>th</sup>, 2023