

Notary Public Service Policy

Fossil Ridge Public Library District (“Library”) offers complimentary notary services to In-District residents, in accordance with Illinois notarial law. Notary services offered by the Library are for personal use only, and not for commercial use, including NFP or For-Profit businesses. Due to Notaries not always on site, users must contact the Library to confirm a Notary is on duty.

The Library provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. This manual is available on the Secretary of State, State of Illinois website.

Only the following services are provided by the Library:

- Signature Verification

The following limitations also apply to all notary services provided by the Library:

- Library notaries cannot provide legal advice or counseling regarding any documents.
- 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 patron.
- By Illinois law, notaries cannot attest to true copies of passports, driver’s licenses, birth certificates, death certificates, marriage certificates, etc.
- Illinois law does not authorize a notary public to certify copies of any document. Patrons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.
- 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 valid photo identification, and be present at the time of the notarization.
- The Library cannot notarize deeds, mortgages, or other real estate closing documents.

Notaries will not provide service if the cardholder’s document, or circumstance of the request for notary services raise an issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the notary may, at his or her sole discretion, decline to provide notary public service. The notary will ask the patron to sign and/or provide a thumbprint in their Notary Public Record Book. Service for patrons who decline to sign and/or provide a thumbprint will not be provided.

Before appearing before the notary, the patron must be sure that the document is completely filled out, leaving no blank other than where the patron will sign it. Library notaries will not notarize any document with blank spaces.

The patron must provide the notary with a current, valid identification issued by a state or federal agency that includes the patron's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport.

As a condition of utilizing the Library's notary services, all users understand, acknowledge, and agree as follows:

"THE FOSSIL RIDGE PUBLIC LIBRARY IS NOT AN ATTORNEY LICENSED TO PRACTICE LAW, AND IS NOT ALLOWED TO DRAFT LEGAL DOCUMENTS OR RECORDS, NOR MAY THE LIBRARY GIVE LEGAL ADVICE ON ANY MATTER, INCLUDING, BUT NOT LIMITED TO MATTERS OF IMMIGRATION, OR ACCEPT OR CHARGE FEES FOR THE PERFORMANCE OF THOSE ACTIVITIES".