

Notary Public Service Policy

Hillside Public Library

Policy Description

Notary Public service is available at no charge to all visitors of the Hillside Public Library. Patrons seeking notary services should contact the library prior to their visit to ensure that a notary is available. Patrons seeking notary services must be present in person with a valid, government-issued photo identification with their document to be notarized. A valid, government-issued ID includes any current, unexpired photo ID issued by a U.S. state or the U.S. federal government, such as a driver's license, state ID card, U.S. military ID card, or U.S. passport. Identification documents must include a photo showing a true likeness of the patron and a valid signature. The Library does not process electronic or remote notary services; all signatories must be present in person.

Library staff serving as notaries will follow the notary laws of the State of Illinois and will not give professional advice on any matters pertaining to documents to be notarized. Staff have the right to decline to notarize a document for any reason at any time, including but not limited to noncompliance with this policy or not presenting with proper identification. Each person signing documents before a notary, including witnesses, must be present in person. Please do not sign any documents before coming to the library. The library stops providing notary services 30 minutes before closing.

Library staff do not provide witnesses and witnesses may not be solicited among library patrons. Documents must be in English and must be complete with no blank lines. The Hillside Public Library does not notarize I-9 forms, any documents for the conveyance of real estate such as mortgages or deeds, or documents relating to wills, trusts, estates, or powers of attorney. These documents can require legal knowledge beyond the scope of our services and we suggest you work directly with your attorney or banker.

Approval

Approved by the Hillside Public Library Board of Trustees
May 15, 2024