

EUREKA PUBLIC LIBRARY DISTRICT

NOTARY SERVICES POLICY

The Eureka Public Library District 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. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual. The Board of Trustees may modify, amend, or supplement this policy, as it deems necessary and appropriate.

PRIORITY FOR USE

It is recommended that patrons seeking notary service call ahead for an appointment to confirm a notary will be available. Notary service is provided free of charge.

LIMITS OF USE

Documents in a language other than English will only be notarized if a notary who understands the language is available.

The Library requires that a notary and the patron seeking notarization be able to communicate directly with each other.

To ensure adequate time for service, notary services will end fifteen minutes before closing.

The requester must provide the notary with a current, valid form of identification used by a state or federal agency that includes the requester's photo and signature. Illinois state law requires that photo IDs must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States Military ID, valid (unexpired) passport, and a Tribal Identification Card.

Notaries will not provide service if the requestor, document, or circumstance of the request for notary services raises an issue of authority, 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.

Library notaries cannot notarize government 1-9 forms, nor can they provide an Apostille.

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. Persons requesting certified copies will be referred to the official who has the 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.

APPEAL AND REVIEW

The Board of Trustees of the Eureka Public Library District will review the notary services policy periodically and reserves the right to amend it at any time.

Approved by EPLD Board of Trustees May 22, 2023