

Notary Service Policy

Notary Public service is available at no charge to library patrons. Due to Notaries not always being on site, users must contact library to confirm that a Notary is on duty.

Users must present government issued identification that includes a photo before 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.
- Reserves 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 valid photo identification.
- Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.

**Wheaton Public Library
Official Policy 7/21/2014**