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| Section 3 | Services Approving Authority: Morris Area Public Library District Board of Trustees |
| | Notary Services Effective Date: 04/13/2026 Reviewed and Revised: |

As a service to the community, the Library offers limited notary public services in accordance with the [Illinois Notary Public Act](#). This act is for reference through the Illinois General Assembly under Compiled Statutes. Library notaries will decline to provide notary services in situations that do not comply with the provisions of this act and Library Notary Policy as outlined below.

Patrons seeking notary services are encouraged to inquire before their visit regarding the availability of services, as a notary may not be present at all times. To ensure adequate time for service, notary services will end thirty minutes before closing.

Notary service is provided for a fee determined by the Board of Trustees annually not to exceed the current state maximum limit and is available to Library district residents only. Patrons must present a current, valid, government-issued photo identification that includes both a photograph and signature (such as a driver's license, state ID, military ID, or passport).

Requirements and Limitations

- All documents must be complete and unsigned prior to notarization. Documents containing blank spaces will not be notarized.
- The person(s) requesting notarization must appear in person and sign the document in the presence of the notary.
- Illinois law requires that the notary and patron be able to communicate directly with one another. The use of a translator is not permitted.
- Documents in a language other than English will only be notarized if a notary who understands the language is available.
- The Library does not provide witnesses, and staff or patrons may not be solicited to serve as witnesses. 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.
- Notary services are limited to simple signature verification. Library notaries cannot provide legal advice or assist in completing documents.

Documents Not Eligible for Notarization

Library notaries will not notarize the following:

- Wills, living wills, trusts, or estate documents
- Real estate documents (including deeds, mortgages, refinancing, or property transfers)
- Powers of attorney or documents signed on behalf of another person
- I-9 forms
- Documents requiring certification of copies (such as birth certificates, marriage certificates, or passports)

Right to Refuse Service

Notary services will not be provided if, in the sole discretion of the Library staff, there are concerns regarding identification, authenticity, ambiguity, or the patron's understanding of the document. Staff may decline to notarize a document at any time for any reason consistent with Illinois law and this policy.

In accordance with Illinois law, all notarial services will be entered in the acting notary's Notary Public Record Book. Library notaries will not provide notary services for patrons who decline to sign the Record Book.

Disclaimer

The Library is not an attorney licensed to practice law and cannot provide legal advice, draft legal documents, or interpret the contents of documents.