



Round Lake Area Public Library  
906 Hart Road  
Round Lake, IL 60073  
847-546-7060  
[www.rlalibrary.org](http://www.rlalibrary.org)

### **Notary Public Policy**

The Round Lake Area Public Library offers free limited notary public services subject to the following rules and conditions:

1. Notary services are available on a first-come, first-serve basis and are subject to the availability of library employees commissioned by the State of Illinois as a notary public.
2. The Library only provides in-person notary services. Remote or electronic notary services are not available.
3. Patrons requesting notary services must be present and sign any and all documents requiring a notary in the presence of the notary public. Documents should not be signed ahead of time.
4. Patrons requesting notary services must present satisfactory evidence of his or her identity. A notary has satisfactory evidence if the person (a) is personally known to the notary; (b) is identified by a credible witness personally known to the notary; or (c) is identified on the basis of identification documents. IDs must be currently valid and issued by a state or federal government agency or consulate and include the person's photograph and signature. Examples of acceptable IDs: state driver's license or ID card, U.S. military ID, a current passport, or Matricula card.
5. If witnesses are required in addition to a notary, patrons need to provide their own witnesses. The Library is unable to supply witnesses.
6. In accordance with Illinois notary law, Library notaries may not notarize documents that are incomplete or have any blank spaces. Except where the signature is required, any blanks in a document must be filled in by the signer prior to notarization.
7. Notaries cannot provide legal advice or counseling regarding documents. The notary will only attest to the signatures on documents signed in his or her presence.
8. Library notaries are not able to:
  - a. Certify, authenticate, or attest to copies of any documents, including but not limited to passports, driver's licenses, and birth certificates.
  - b. Complete or notarize government Form I-9, Employment Eligibility Verification.
  - c. Notarize any real estate documents, including any document of conveyance that transfers or purports to transfer title to residential real property, a written instrument that transfers or purports to transfer title effecting a change in ownership to Residential Real Property, or refinancing of any real property.
  - d. Notarize certain types of documents that require technical or legal knowledge that is beyond the scope of this free service.



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- e. Provide an apostille (a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another).
  - f. Provide a medallion signature guarantee (a special certification stamp that guarantees a signature that authorizes an authentic transfer of securities).
9. In compliance with Illinois notary law, notaries must record all transactions in a notary journal. The information required in this journal includes the full name of the person(s) signing, the full name of any witnesses signing, a title or description of the document, and the date. If patrons requesting notary services refuse to allow this information to be recorded, the notary public will not be able to perform the notarization.
  10. If any person who is blind requests notary service, Illinois notary law requires the notary public to read the document in full to the person before they can sign.
  11. Illinois notary law requires that a notary and the patron seeking notarization be able to communicate directly with each other. Library notaries are not permitted to make use of a translator to communicate with a notary service patron.
  12. Library notaries reserve the right to refuse service. In accordance with Illinois notarial law, notaries will not provide service if the patron's documents or the circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library.
  13. 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. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

Approved: January 25, 2012  
Amended: September 27, 2023