

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 5: LIBRARY SERVICES
PART 8: Notary Service

The Bradley Public Library District offers free Notary Public services. Notary Public services may not be available at all times the Library is open to the public and is subject to notary availability.

Notary Service is **NOT** available for real-estate or other transactions involving property in Cook County, Illinois or for I-9 documents. Patrons requiring an Apostille or Certificate of Authenticity are referred to the County Clerk.

Valid, non-expired government issued photo identification with signature is required of every patron seeking Notary Service. The Notary will only attest to documents signed in their presence. The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Notary. Library Notaries may not notarize any document with blank spaces.

In situations where a witness is required the Library will not provide witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must be personally known to the individual whose document is being notarized and must be in possession of valid photo identification.

Notaries cannot provide legal advice or counseling regarding the documents.

Illinois law requires that a Notary and the patron seeking notarization be able to communicate directly with each other. The Library Notary is not permitted to make use of a translator to communicate with a Notary Service patron.

In accordance with Illinois Notarial Law, Notaries will not provide service if the patron's document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may at their sole discretion, decline to provide Notary Service.

Also, in accordance with Illinois Notarial Law, the Notary will ask the patron to sign and/or provide a thumb print in their Notary Public Record Book. Service will not be provided for patrons who decline to sign and/or provide a thumb print for the Record Book.

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's Website. Library Notaries may decline to provide Notary Service in situations that do not comply with the provisions of this manual

Approved: August 22, 2018