Shorewood-Troy Public Library

Notary Policy

Approved by Board action 1/13/2022, Revised 4/23/2025

The purpose of notarization is to prevent fraud and forgery. A Notary Public acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose.

Please note that a Notary Public at the Shorewood-Troy Library is **not** an attorney licensed to practice law in Illinois and may **not** give legal advice or create any legal documents. Notarizing a document does **not** constitute a legal review of the document's contents.

Other important information:

- The Shorewood-Troy Public Library will charge a fee of $1.00 per notarial seal required for the Notary Public services. If a document requires three notarial seals, for example, a fee of $3.00 will be charged.
- Notaries are often available at the Library while the library is open, but notary services will cut off 30 minutes before the closing of the library for the day. We recommend that you call ahead (815-725-1715) to ensure a notary is available. Notary service is not guaranteed, due to individual staffing schedules.
- Each signer must present an unexpired government issued ID card with photograph and signature. o Examples: Driver's License, State ID, valid Passport, US Military ID, or Matricula Consular Card
- Please do not sign the document until in front of the notary. All people signing the document must be present. All signers must also record their signatures in the Notary Public's transaction log.
- Notary services will only be provided in English. Documents being notarized must be written in English. A translator may not be used.
- Blank forms cannot be notarized. If a space on a form does not require an answer, please write "N/A" or cross out the space.
- Public documents such as birth certificates, death certificates, and marriage certificates cannot be copied and notarized.
- No off-site notary service is available through the Library.
- Some documents require one or more witnesses. Ideally, a witness should personally know the person whose documents are being notarized and must not be party to any of the document's contents. Witnesses cannot be solicited from library patrons. Library staff may act as a witness if need be (but this service is not guaranteed).

- The following types of documents cannot be notarized at the library: Government I-9 forms, Apostilles, Deeds, Mortgages, Wills, Codicils, or Depositions.
- Notaries reserve the right to deny service.

Information to Be Recorded in Notary Log

- The date
- Each signer's name
- Each signer's signature
- Each signer's address
- Type of ID provided and the expiration date
- Description of document being notarized
- Whether notarization was a jurat or not
- Notary's initials
- Venue (state and county notarization was performed in)