

Building Use

Notary Public Service

The Villa Park Public Library offers Notary Public services. Patrons seeking Notary Service should contact the library prior to their visit to ensure that a notary is available. This service is provided on a first-come, first-served basis to any patrons visiting the library.

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.
- Reserve the right to refuse notary service at any time.
- Not notarize real estate documents or transactions.
- Not provide witnesses*. Witnesses may not be solicited from patrons using the Library. Not make use of a translator to communicate with a Notary service patron.

The library charges non-residents the maximum fee allowed under Illinois law.

*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.

Approved: 09/27/2017