

505 / Building Use

Notary Public Service

The Villa Park Public Library provides notary 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.

Notaries will not provide service if the requestor, document, or circumstance of the request raises an issue of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the notary may, at their sole discretion, decline to provide notary public service.

The requestor must provide the notary with a current, valid identification issued by a state or federal agency that includes the requestor's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport. Illinois state law requires that photo IDs must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs include a valid (unexpired) state driver's license or ID card, a United States Military ID, valid (unexpired) passport, and a Tribal Identification Card.

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.
- 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 witness must personally know the person whose document is being notarized and must be in possession of valid photo identification in order to serve as a witness.

Notary services are available only for the following:

- Car title transfers
- Form DS-3053 (Issuance of a U.S. Passport for a Child)
- Last Will and Testament
- Trusts and other estate planning documents
- Library business
- Other notary applications
- Pension/Retirement papers
- Power of attorney
- Proof of residency for schools
- Real estate tax exemption for county
- Unclaimed money
- Petition for nomination

Illinois Notaries by law cannot:

- Notarize I-9 forms
- Provide Apostilles
- Attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc. Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed

Documents that do not contain notary language or a notary certificate cannot be notarized. At the patron's discretion, staff may stamp a notary certificate for a "Jurat" or "Affirmation" on the document or on a separate page and staple it to the document. Staff cannot choose which form should be used by the patron.

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.

Patrons seeking Notary service should contact the library prior to their visit to ensure that a notary is available. Notary services are provided to residents of Villa Park and Oakbrook Terrace free of charge on a first-come, first-served basis. The library charges non-residents the maximum fee allowed under Illinois law.

To ensure adequate time for service, notary services will end thirty minutes before closing.

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